

User Manual for School Users of the Student and Exchange Visitor Information System: Volume II Form I-20

July 9, 2004



**Homeland
Security**

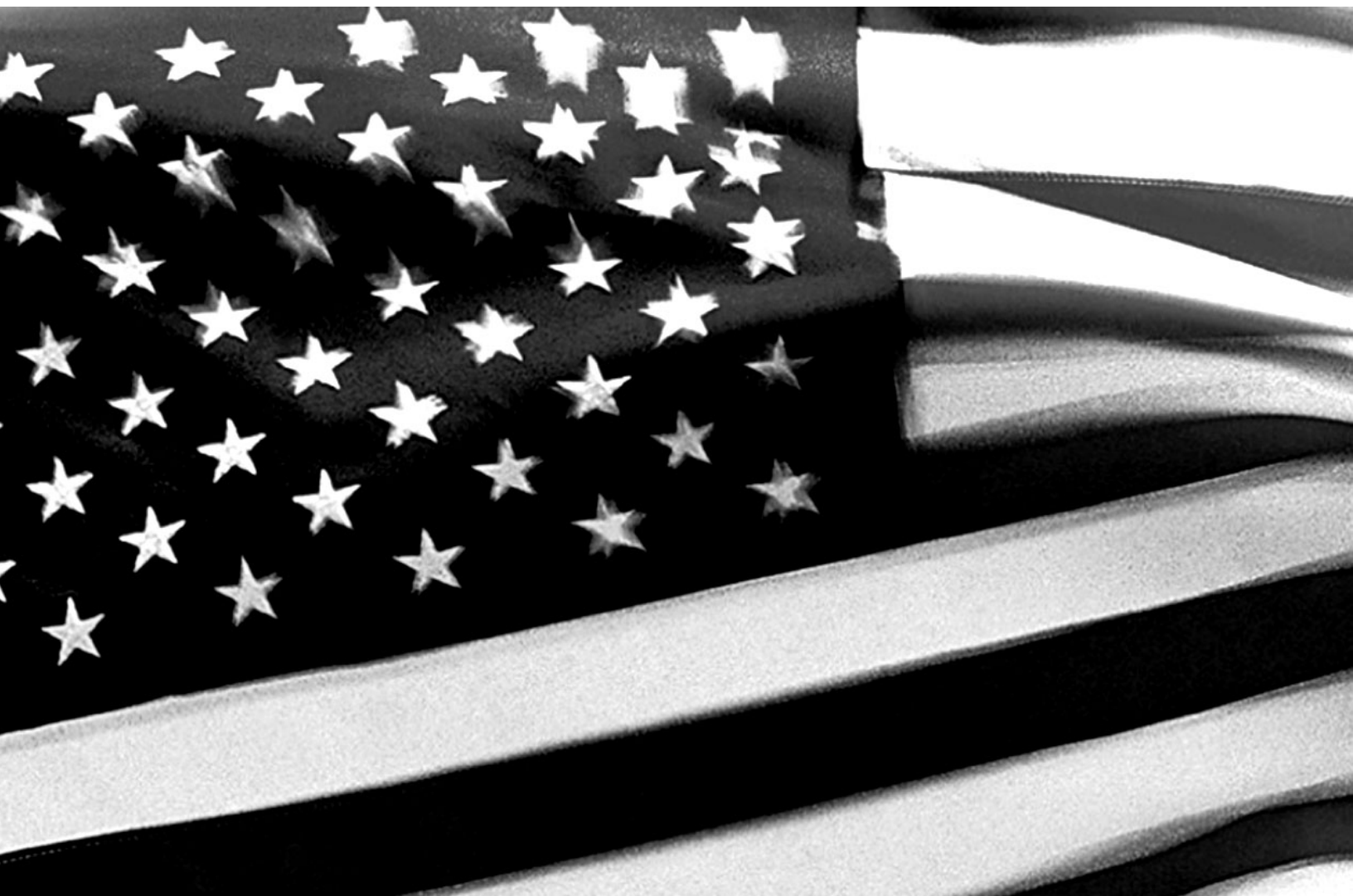


TABLE OF CONTENTS

1. INTRODUCTION.....	1-1
1.1 Purpose of SEVIS	1-1
1.2 Privacy Act Considerations	1-1
1.3 Glossary	1-2
 2. DESCRIPTION OF SYSTEM FUNCTIONS	 2-1
2.1 Overview of Screen Components	2-1
2.1.1 SEVIS Screen Components	2-2
2.1.2 Additional SEVIS Screen Components	2-2
2.1.3 Online Help Functions	2-2
2.1.4 Printing Online Help Topics	2-3
2.1.5 Tutorials	2-4
2.2 Accessing SEVIS.....	2-4
2.2.1 Guidelines for Passwords.....	2-5
2.2.2 Change Password Every 90 Days	2-6
2.2.3 Change Password Voluntarily	2-7
2.2.4 Request Password Reset	2-7
2.2.5 Log Into SEVIS.....	2-8
2.3 Log Out of SEVIS	2-10
2.4 Processing F/M Students and Dependents.....	2-10
2.4.1 Create a Student Application (Form I-20)	2-11
2.4.2 Print a Form I-20.....	2-28
2.4.3 Reprint a Form I-20	2-29
2.4.4 How to Retrieve Student Records.....	2-30
2.4.5 Updating Forms I-20.....	2-36
2.5 Alerts.....	2-114
2.6 Reports.....	2-119
2.6.1 Generating and Printing Reports Using the Internet Explorer Browser	2-119
2.6.2 Generating and Printing Reports Using the Netscape Browser.....	2-122
2.6.3 Copy and Paste a Report.....	2-124
 3. OPERATING INSTRUCTIONS	 3-1
3.1 Initiate Operation	3-1
3.2 Maintain Operation.....	3-1
3.3 Terminate and Restart Operations	3-1
 4. ERROR HANDLING	 4-1
 5. HELP FACILITIES	 5-1

EXHIBITS

Exhibit 1–1: Criminal Penalties	1–2
Exhibit 2–1: Listing of Schools Screen	2–1
Exhibit 2–2: SEVIS—Set Password Screen	2–5
Exhibit 2–3: SEVIS Login Screen	2–8
Exhibit 2–4: SEVIS Compliance Agreement Notice	2–9
Exhibit 2–5: Main Screen for School and Program Sponsor User	2–9
Exhibit 2–6: Navigation Bar	2–10
Exhibit 2–7: Listing of Schools Screen	2–11
Exhibit 2–8: Form I-20 Page 1—Personal Information	2–12
Exhibit 2–9: Form I-20 Page 2—Program Information	2–17
Exhibit 2–10: Form I-20 Page 3—Financial Information	2–21
Exhibit 2–11: Form I-20 Page 4—Dependent Information	2–24
Exhibit 2–12: Add Dependent Screen	2–26
Exhibit 2–13: Student Search Screen	2–31
Exhibit 2–14: Student Information	2–37
Exhibit 2–15: Authorize to Drop Below Full Course Screen	2–38
Exhibit 2–16: Create I-20 for Transfer (Page 1) Screen	2–44
Exhibit 2–17: Create I-20 for Transfer (Page 2) Screen	2–49
Exhibit 2–18: Defer Attendance Screen	2–53
Exhibit 2–19: Student Lists Screen	2–57
Exhibit 2–20: Registration	2–59
Exhibit 2–21: Student Reinstatement (Page 1) Screen	2–63
Exhibit 2–22: Student Reinstatement (Page 2) Screen	2–69
Exhibit 2–23: Initial Transfer Out Screen	2–77
Exhibit 2–24: School/Campus Search Screen	2–78
Exhibit 2–25: School/Campus Search Results Screen	2–78
Exhibit 2–26: Completed Transfer Out Screen	2–79
Exhibit 2–27: Update Financial Info Screen	2–88
Exhibit 2–28: Update Personal Info Screen	2–92
Exhibit 2–29: Update Program Info Screen for an F-1 Student	2–97
Exhibit 2–30: Update Program Info Screen for an M-1 Student	2–100
Exhibit 2–31: Request/Authorization Details Screen	2–103
Exhibit 2–32: Adding New CPT Employment Screen	2–104
Exhibit 2–33: CPT Employment Screen	2–106
Exhibit 2–34: Off-Campus Employment Screen	2–107
Exhibit 2–35: Adding New OPT Employment Screen	2–110
Exhibit 2–36: OPT Employment Screen	2–112
Exhibit 2–37: Alerts for Makana University	2–115
Exhibit 2–38: DSO Reports Page	2–120
Exhibit 2–39: Internet Explorer Page Setup Window	2–121
Exhibit 2–40: Netscape Page Setup Window	2–123
Exhibit 2–41: Detailed Student Report—HTML Format	2–124

1. INTRODUCTION

This manual was written as a resource for school users—that is, Principal Designated School Officials (PDSOs) and Designated School Officials (DSOs)—of the Student and Exchange Visitor Information System (SEVIS). The manual is presented in two separate volumes in order to delineate the Form I-17 and Form I-20 processes. This volume addresses the Form I-20 process.

1.1 Purpose of SEVIS

SEVIS facilitates timely reporting and monitoring of international students, exchange visitors (EVs), and their dependents in the United States. SEVIS is an Internet-based application for electronically monitoring and reporting on foreign students, EVs, and their dependents in the United States. SEVIS allows schools and program sponsors to transmit electronic information to the Department of Homeland Security (DHS)—formerly the Immigration and Naturalization Service (INS)—and Department of State throughout a student's or EV's program in the United States.

SEVIS allows schools to submit school certification applications, update certification information, submit updates to the DHS that require adjudication, and create and update F-1 (academic) and M-1 (vocational) student and dependent records. DHS Managers and Adjudicators have the capability to adjudicate updates made to school records using SEVIS, and PDSOs are notified through SEVIS of the adjudication results.

This manual contains instructions for accessing SEVIS with a permanent user identification (ID) and password enabling users to process Forms I-20 (Certificate of Eligibility for Non-Immigrant Student Status), view alerts on students, and view and print a variety of reports.

All Forms I-20 issued by the school for initial attendance by a new student must be created in and issued from SEVIS. Once a student is registered in SEVIS, the school must update the student's record and report on the events required by SEVIS. The INS published a final rule in the Federal Register, 67 FR 76256 (December 11, 2002) to implement the new SEVIS requirements and establish a process for electronic reporting by DSOs. This rule outlines the student events reporting and information collection required by schools using SEVIS. Additionally, each school official associated with a school enrolled in SEVIS is sent information regarding the specific reporting requirements with his or her permanent SEVIS user ID.

1.2 Privacy Act Considerations

Access to SEVIS is restricted to authorized users. SEVIS contains confidential information concerning foreign students, EVs, and their dependents. Unauthorized access to and disclosure of this information could affect the privacy to which individuals are entitled under Section 552a of Title 5, U.S. Code. This information is protected by the Privacy Act, as well as by Federal and agency regulations. Exhibit 1–1, Criminal Penalties, provides information on the penalties for unauthorized access and/or disclosure of this information.

Exhibit 1–1: Criminal Penalties

Criminal Penalties

- (1) Any officer or employee of an agency, who by virtue of employment or official position, has possession of, or access to, agency records which contain individually identifiable information, the disclosure of which is prohibited by U.S. Code Section 552a or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.
- (2) Any officer or employee of any agency who willfully maintains a system of records without meeting the requirement to publish a notice in the Federal Register regarding the existence and character of the system of records, shall be guilty of a misdemeanor and fined not more than \$5,000.
- (3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.

1.3 Glossary

Appendix A, Acronyms and Abbreviations, includes a list of abbreviations and acronyms used in this document.

2. DESCRIPTION OF SYSTEM FUNCTIONS

The following sections provide step-by-step instructions for using SEVIS. Included are directions for creating, issuing, and modifying Forms I-20 for students and dependents.

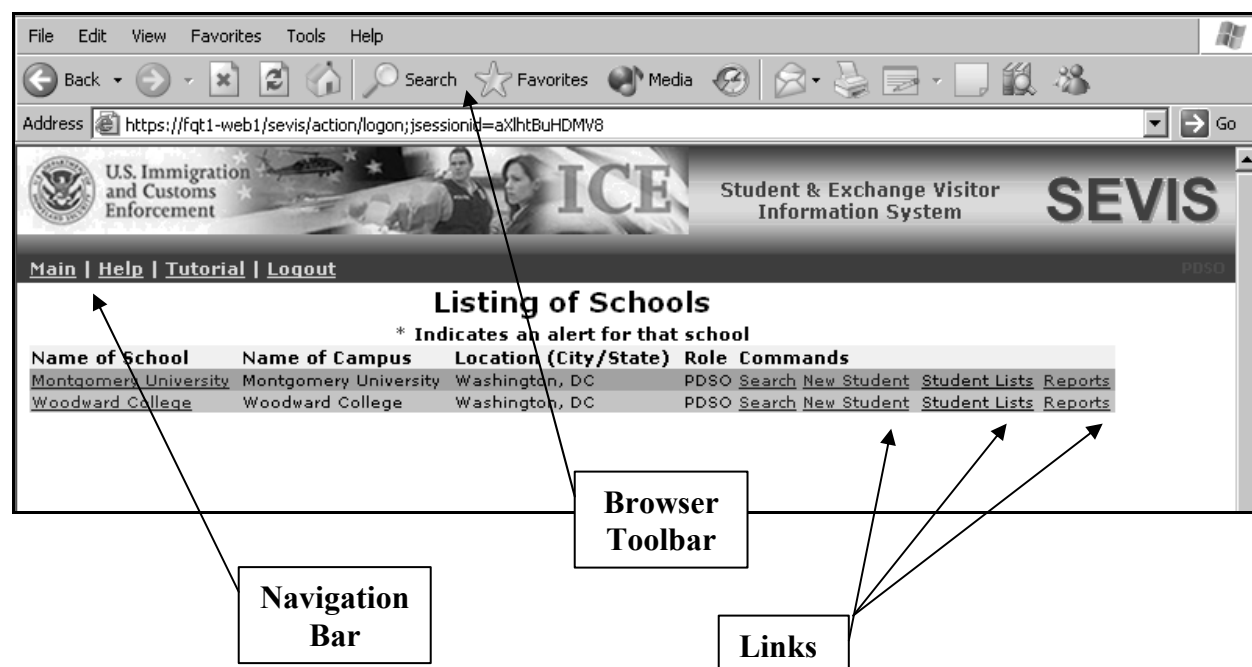
2.1 Overview of Screen Components

This section explains SEVIS screens and their components and how to navigate through the application.

Exhibit 2–1, Listing of Schools Screen, is an example of a screen that displays when users log into SEVIS. It includes various options that are available on the navigation bar and links that are available from within the listing of schools. The screen components are labeled with the terms used in this manual.

Note: If you have access to more than one school/campus, all schools will be listed on the *Main* screen.

Exhibit 2–1: Listing of Schools Screen







2.1.1 SEVIS Screen Components

The following is a list of components that may be available on SEVIS screens.

- **Browser Toolbar**—This is the toolbar displayed by the browser used to access SEVIS.
Note: Do not use the **Back** button on the browser toolbar to navigate through the system.
- **Navigation Bar**—The navigation bar lists the following functions:
 - **Main**—Used to access the *Listing of Schools* screen or, if you perform as a school user and a program sponsor user, the screen where you select either the Listing of Schools or Listing of Programs
 - **Help**—Used to access Online Help for SEVIS
 - **Tutorial**—Used to view a demonstration of how to use SEVIS
 - **Logout**—Used to exit the system
- **Links**—Click on underlined text to advance to a different screen within SEVIS.

2.1.2 Additional SEVIS Screen Components

Additional screen components that display on some SEVIS screens include the following:

- **Scroll Bar**—This is the part of a window that enables you to see additional information. SEVIS uses scrollbars on the bottom and/or the right side of some windows.
- **Fields**—These are areas on the windows where data may be typed or selected or in which system-generated data display.
- **Buttons**—These buttons allow you to process data and move between screens. SEVIS uses the following types of buttons:
 - **Command Buttons**—Click to execute a command. For example, clicking the  button enables you to print a copy of the draft Form I-20.
 - **Radio Buttons** —Click to make a selection. Only one radio button may be selected at a time.
- **Other Input methods**
 - **Check Boxes** —Click to make one or more selections.
 - **Drop-Down lists** —Click the down arrow to display a list and then make a selection.

2.1.3 Online Help Functions

Online Help is always available by clicking the **Help** link on the navigation bar at the top of SEVIS screens. This opens a new browser window containing Online Help. The left panel (part of the window) contains a list of Online Help topics, and the right panel contains the text associated with the Online Help topic selected.

2.1.3.1 View Online Help

To view Online Help text, perform the following:

1. In the left panel, click a folder to display a list of topics.
2. Click a topic name to view the Online Help text for that topic in the right panel.





2.1.3.2 Search Online Help

To search on a word or phrase, perform the following:


1. Click the **Search** button.
2. Type search criteria in the field provided and press **Enter**. The results of the search display as a list of topics containing the word or phrase entered.
3. Click a topic name to view the Online Help text for that topic in the right panel.

2.1.3.3 Hide/Show the Left Panel

To hide and show the left panel, perform the following:

1. Click the **Hide** () button in the upper-right corner of the left panel to hide the left panel.
2. Click the **Contents** (), **Index** (), or **Search** () button to restore the left panel.

2.1.3.4 Jumps and Pop-ups

Click an underlined word or phrase to see a pop-up explanation or jump to a new topic. To close a pop-up, click anywhere else in the panel or, if using the Netscape browser, click the **Close** () button on the pop-up. To return from a jump, click the **Back** button on the browser toolbar.

Note: Some underlined phrases are web links. They are identified by the text that precedes them. When you have finished viewing a web page, click the **Back** button on the browser toolbar to return to Online Help, or click any Online Help topic.

2.1.3.5 Close Online Help

Close Online Help by clicking the **Close** () button in the upper-right corner of the *Help* screen.

2.1.4 Printing Online Help Topics


Printing the Online Help is different for Internet Explorer and Netscape browser users.

It is important to note that you cannot print the entire Online Help, no matter which browser you are using. You can only print the topic you are currently viewing (that is, one topic at a time).


2.1.4.1 Internet Explorer Users

To print an Online Help topic using the Internet Explorer browser, perform the following:

1. Click anywhere in the right panel.


2. Click the **Print** () button on the browser toolbar. The topic you are currently viewing prints to the designated printer.

or

1. Click anywhere in the right panel.
2. Select **Print** from the **File** menu. A *Print* window displays (the **General** tab is on top).
3. Ensure that the appropriate printer is selected in the *Select Printer* list. If not, select the correct printer from the list.
4. Click the **Print** () button to print to the designated printer.

2.1.4.2 Netscape Users

To print an Online Help topic using the Netscape browser, perform the following:

1. Click anywhere in the right panel.
2. Click the **Print** () button in the browser toolbar. The topic you are currently viewing prints to the designated printer.

or

1. Click anywhere in the right panel.
2. Select **Print** from the **File** menu. A *Print* window displays.
3. Ensure that the appropriate printer is selected in the *Printer Name* list. If not, select the correct printer from the list.
4. Click **OK** to print to the designated printer.

Note: Netscape has modified its printing procedures for Version 7.0. Appendix B, Printing Instructions for Netscape Version 7.0, provides the updated instructions.

2.1.5 Tutorials

To view a SEVIS demonstration click the **Tutorial** link on the navigation bar. Follow the instructions on the demonstration screens.

Note: The tutorial cannot be viewed using versions of Netscape lower than 4.79. If you are using an older version and wish to view the tutorial, go to the Netscape web site and download Version 4.79 (or higher). Also, for best results, the online tutorial should be viewed using a 17-inch or larger monitor with a 1024x768 monitor setting.

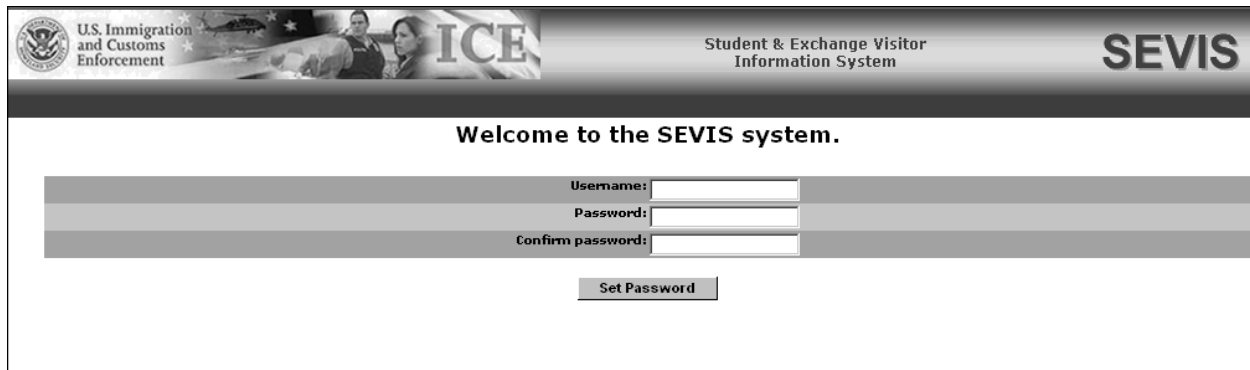
2.2 Accessing SEVIS

SEVIS requires the use of Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher, and Adobe Acrobat Version 5.0 or higher. You must have a user ID and password to access SEVIS. When approved to use SEVIS, you receive two email messages, one containing your user ID and a second message containing a secure link to SEVIS. That link is associated

with your user ID. It can only be used to create a password for your user ID. To use the link and create your password, perform the following:

1. Click the link contained in the email message. The system displays the *Set Password* screen. Exhibit 2–2, SEVIS—Set Password Screen, is an example of the screen.

Exhibit 2–2: SEVIS—Set Password Screen



The screenshot shows the SEVIS Set Password screen. At the top, there is a header bar with the U.S. Immigration and Customs Enforcement (ICE) logo on the left, the text "Student & Exchange Visitor Information System" in the center, and the "SEVIS" logo on the right. Below the header, the text "Welcome to the SEVIS system." is displayed. The main content area contains three input fields: "Username:", "Password:", and "Confirm password:". Below these fields is a "Set Password" button.

2. Enter your user ID in the **Username** field.
3. Enter your password in the **Password** field. Refer to Section 2.2.1, Guidelines for Passwords, for instructions on creating a password.
4. Enter your password again in the **Confirm Password** field.
5. Click the **Set Password** button. The system displays a message indicating that you have successfully created a password. If the password is not successfully created, a message displays the reason and you will be able to enter the appropriate data.
6. Click **OK** and the system displays the *SEVIS Login* screen.

Note: After creating your password, use the *SEVIS Login* screen (<https://egov.immigration.gov/sevis/>) to access SEVIS and perform all of your SEVIS-related tasks.

2.2.1 Guidelines for Passwords

The guidelines for SEVIS passwords are as follows:

- Passwords must be 8 to 16 characters in length.
- Passwords **must contain** at least:
 - One uppercase alphabetic character
 - One lowercase alphabetic character
 - One numeric character
- Special characters are optional; for example, @, #, \$.

Note: If possible, try to synchronize your passwords with other application passwords to avoid multiple passwords.

- Passwords are case sensitive. When you create a password using a mix of uppercase and lowercase letters, it must always be entered that way. Below are some examples of acceptable passwords:
 - Password1
 - paSS#wrd3
 - passW123\$
 - 555passWD
 - @pass4Wrd#
- SEVIS passwords have a maximum life span of 90 days. After this time, you will be prompted to change your SEVIS password. (See Section 2.2.2, Change Password Every 90 Days, for further details.)
- You may change your password voluntarily once per week.
- You cannot reuse your previous six passwords.
- If at any time, you suspect that your password has been compromised and you are unable to change it using the **Change Password** link, use the **Request Password Reset** link or contact the SEVIS Help Desk (1-800-892-4829) to have your password reset.
- SEVIS user IDs and passwords are suspended after three unsuccessful log-in attempts. Use the **Request Password Reset** link on the *SEVIS Login* screen or contact the SEVIS Help Desk (1-800-892-4829) to have your access reinstated.

2.2.2 Change Password Every 90 Days

You must change your password every 90 days. After 75 days, when you log into SEVIS the system will display a screen asking if you would like to change your password at that time. If you click the **Cancel** button, you will be logged into the system. If you click **OK**, the *Change Password* screen will be displayed. After 90 days, when you log into SEVIS, the system automatically displays the *Change Password* screen and you must create a new SEVIS password. To change your password, follow the guidelines in Section 2.2.1, Guidelines for Passwords.

To change your password, perform the following:

1. Enter your current password in the **Old Password** field.
2. Enter your new password in the **New Password** field.
Note: You cannot reuse your previous six passwords.
3. Reenter your new password in the **Confirm New Password** field.
4. Click the **Change Password** button. The system displays a message indicating that the password has been successfully changed.
5. Click **OK** to display the *SEVIS Login* screen. Be sure to use your new password when logging into SEVIS.

2.2.3 Change Password Voluntarily

You may voluntarily change your password as often as once a week, using the **Change Password** link on the *SEVIS Login* screen. To change your password, perform the following:

1. Click the **Change Password** link on the *SEVIS Login* screen. The system displays the *Change Password* screen.
2. Enter your SEVIS user ID in the **User Name** field.
3. Enter your current password in the **Old Password** field.
4. Enter your new password in the **New Password** field.
Note: You cannot reuse your previous six passwords.
5. Reenter your new password in the **Confirm New Password** field.
6. Click the **Change Password** button. The system displays the *SEVIS Login* screen. Be sure to use your new password when logging into SEVIS.

Note: If at any time you suspect that your password has been compromised and you are unable to change it using the **Change Password** link on the *SEVIS Login* screen, use the **Request Password Reset** link or contact the SEVIS Help Desk (1-800-892-4829) to have your password reset.

2.2.4 Request Password Reset

The Request Password Reset option is available for users to request a new SEVIS password. Use this function for any of the following reasons:

- You have forgotten your SEVIS password.
- Your SEVIS account is locked due to three unsuccessful log-in attempts or more than 90 days of inactivity.
- You suspect that your SEVIS password has been compromised and you are unable to use the Change Password process.

To request to have your password reset, perform the following:

1. Click the **Request Password Reset** link on the *SEVIS Login* screen. The *Request Password Reset* screen displays.
2. Enter your SEVIS user ID in the **User Name** field.
3. Click the **Submit Request** button. A message displays, informing you that the request has been submitted to SEVIS.

Note: An email is sent to the email address associated with the SEVIS user name. It provides instructions for creating a new SEVIS password.

2.2.5 Log Into SEVIS

When you access SEVIS via the Internet (<https://egov.immigration.gov/sevis>), a *Security Alert* screen may display. Click the **Yes** button to continue to the *SEVIS Login* screen. Exhibit 2–3, SEVIS Login Screen, is an example of the screen.

Note: After creating your password, you will use the SEVIS web site to access SEVIS and perform all of your SEVIS-related tasks.

Note: After 20 minutes of inactivity, your session will time out and you will have to log in again in order to use SEVIS.

Exhibit 2–3: SEVIS Login Screen

OMB 1115-0252

Student & Exchange Visitor Information System (SEVIS)

```
***** WARNING *****
* YOU HAVE CONNECTED TO A U.S. GOVERNMENT COMPUTER. IF YOU *
* ARE NOT AUTHORIZED TO ACCESS THIS SYSTEM, DISCONNECT NOW. *
* All attempts to access and use this system and/or its      *
* resources are subject to keystroke monitoring and recording.*
* Everyone using this system expressly consents to such     *
* monitoring and is advised that if such reveals possible    *
* evidence of criminal activity or abuse of authority, the    *
* information will be reported to authorities for action.*
* Unauthorized access attempts or use in excess of documented *
* authority may subject you to a fine and/or imprisonment*
* in accordance with Title 18, USC, Section 1030 or          *
* administrative penalties or dismissal.                    *
***** WARNING *****
```

User Name:

Password:

[Register for New Account](#)
[Change Password](#)
[Request Password Reset](#)

To log into SEVIS, perform the following:

1. Access the *SEVIS Login* screen at <https://egov.immigration.gov/sevis>.
2. Enter your user ID in the **User Name** field.
3. Enter your password in the **Password** field.
4. Press **Enter** or click the **Login** button. The first time that you access SEVIS, the compliance agreement notice displays as shown in Exhibit 2–4, SEVIS Compliance Agreement Notice. Read the notice and click the **I Agree** button to advance to the *Main* screen and begin

performing SEVIS tasks. Otherwise, the system displays the *Listing of Schools* screen for the school user.

Note: The *SEVIS Login* screen has a **Reset** button that clears any data that you entered. The screen also includes a link to create a new account. This link is used to create a temporary user ID and password and complete the Form I-17 (for school certification). The **Register for New Account** link is **not** used to obtain a permanent user ID and password for school officials. Section 2.2.3, Change Password Voluntarily, provides the instructions for using the **Change Password** link. Section 2.2.4, Request Password Reset, provides the instructions for using the **Request Password Reset** link.

Exhibit 2–4: SEVIS Compliance Agreement Notice

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Logout DDSO

School Official Compliance Agreement

I have read the INS regulations relating to:

1. Nonimmigrant Students: 8 CFR 214.1, 8 CFR 214.2(f), 8 CFR 214.2(m)
2. Change of nonimmigrant classification for students: 8 CFR 248
3. School Approval: 8 CFR 214.3
4. Withdrawal of school approval: 8 CFR 214.4

I will comply with these regulations at all times.

Exhibit 2–5, Main Screen for School and Program Sponsor User, is an example of the screen that displays if you perform as both a school official and a program sponsor official. You must select a link to view the list of schools or the list of programs for which you have access. An example of the *Listing of Schools* screen is depicted in Exhibit 2–7, Listing of Schools.

Exhibit 2–5: Main Screen for School and Program Sponsor User

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Logout RO, BSO

Click one of the following:

[Listing of Schools](#)

[Listing of Programs](#)

To return to this screen at any time, click "Main" on the navigation bar at the top of any screen.

2.3 Log Out of SEVIS

To exit SEVIS at any time, click the **Logout** link on the navigation bar as shown in Exhibit 2–6, Navigation Bar. If you are entering data, click the **Save**, **Save Draft**, or **Next** button to ensure that no data are lost before you click the **Logout** link.

Exhibit 2–6: Navigation Bar



WARNING: If you click the **Close** (✕) button on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message displays: “A user is already logged on with this user name.”

2.4 Processing F/M Students and Dependents

PDSOs and DSOs are responsible for entering and updating information in SEVIS on their school’s F-1 and M-1 students and their dependents in compliance with student reporting requirements in the current regulations of 8 CFR 214.2(f), 214.2(m), and 214.3. A PDSO or DSO may create, submit, and sign new Forms I-20 from SEVIS. Once a student record is created in SEVIS, a PDSO or DSO must update the student’s record with current information and must report on all events required by the current and proposed SEVIS regulations.

After logging into SEVIS, a list of schools and campuses for which you have been designated as a user displays. Each campus is a separate entry in the list. Clicking on any school name in the school list displays all Form I-17 data for the school and its campuses, along with access to commands appropriate to your SEVIS role. Exhibit 2–7, Listing of Schools Screen, is an example of the screen.

Note: If you have access to more than one school/campus, all schools will be listed on the *Listing of Schools* screen. Also, if you are authorized as both a school official and a program sponsor official, you will first be directed to a screen (Exhibit 2–5) that has two links: **Listing of Schools** and **Listing of Programs**. You would then click on the **Listing of Schools** link to access the *Listing of Schools* screen, which lists all schools and/or campuses to which you are assigned.

Exhibit 2–7: Listing of Schools Screen

Listing of Schools
* Indicates an alert for that school

Name of School	Name of Campus	Location (City/State)	Role	Commands
Montgomery University	Montgomery University	Washington, DC	PDSO	Search New Student Student Lists Reports
Woodward College	Woodward College	Washington, DC	PDSO	Search New Student Student Lists Reports

Link to select a school or campus

Link to create a SEVIS record for a new student

The subsequent sections provide step-by-step instructions for completing and/or updating the Form I-20.

2.4.1 Create a Student Application (Form I-20)

You have the option to create a “New Student” (create a SEVIS record for a student and issue that student a SEVIS-generated Form I-20) for any of the schools for which you are assigned a role.

Note: Creating new students includes creating records for the following:

- Initial status students
- Initial status students requesting a change of visa status (classification)

Perform the steps in the following sections to create a student record in SEVIS and issue the Form I-20 for a new (initial) student or a new student requesting a change in visa status.

2.4.1.1 Complete Page 1 of the Form I-20—Personal Information

Page 1 of the Form I-20 is used to collect personal information for the student. Exhibit 2–8, Form I-20 Page 1—Personal Information, is an example of Page 1.

Note: Records for students transferring to your school from another SEVIS school are created using another process, defined in Section 2.4.5.2.6, Create Form I-20.

1. On the *Listing of Schools* screen, click the **New Student** link to the right of the name of the campus where the student is registering. The system displays a new student screen as shown in Exhibit 2–8.

Exhibit 2–8: Form I-20 Page 1—Personal Information

Montgomery Institute

Required fields are marked with an asterisk(*)

*Visa type:

1. *Family Name:

2. First Name:

3. Middle Name:

4. Suffix:

5. *Date of Birth: (MM/DD/YYYY)

6. *Gender:

7. *Country of Birth:

8. *Country of Citizenship:

9. *Issue reason:

☐ Initial attendance

☐ Initial attendance - Change of status requested

Public Reporting Burden

Reporting burden for this collection of information is estimated to average 30 minutes per response. If you have comments regarding the accuracy of this estimate, or suggestions for simplifying this information collection send them to: Immigration and Naturalization Service, HQPD1, 425 I Street, N.W., Room 4307r, Washington, DC 20536; OMB No.: 1115-0252. DO NOT MAIL COMPLETED FORMS TO THIS ADDRESS.

06/18/2004 (Friday)

2. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* Visa Type	Select either F-1 for academic students or M-1 for vocational students. (Dependent spouses and children of F-1 and M-1 students are F-2 and M-2 dependents respectively, and are added to a student's record later in the Form I-20 creation process.)
* 1. Family Name	Enter the surname or last name of the student. This field has a 40-character limit.

Section/Field	Description/Explanation
2. First Name	Enter the first name of the student. This field has a 40-character limit.
3. Middle Name	Enter the middle name of the student. This field has a 40-character limit.
4. Suffix	If applicable, select a title from the drop-down list, such as Junior, that may display at the end of a person's name.
* 5. Date of Birth	Enter the student's date of birth in MM/DD/YYYY format.
* 6. Gender	Select the student's gender.
* 7. Country of Birth	Select the name of the country in which the student was born from the drop-down list.
* 8. Country of Citizenship	Select the name of the country in which the student maintains citizenship from the drop-down list.
* 9. Issue Reason	<p>The reason for issuing the most recent Form I-20 for a student. The following options are available on Page 1 of the electronic Form I-20:</p> <ul style="list-style-type: none"> Initial Attendance Initial Attendance – Change of Status Requested <p>Once the Form I-20 is created, SEVIS will automatically change the issue reason in keeping with the student's status and with the updates that are being made by the PDSO or DSO.</p> <p>Below are additional types of issue reasons that may print on students' Forms I-20:</p> <ul style="list-style-type: none"> Continued Attendance—Prints on the Forms for all students whose status is Active. Transfer Pending From: <Name of School>—Prints on Forms for students who are transferring in from another SEVIS school. Transfer From School: <Name of School>—Prints on Forms for students who transferred from a non-SEVIS school. <p>Note: This option is no longer available; however, this reason may still appear on older Forms I-20.</p> <ul style="list-style-type: none"> Reinstatement Requested—Prints if the student's status is Completed or Terminated and he or she has requested reinstatement.

Section/Field	Description/Explanation
	<ul style="list-style-type: none"> • Other—May print on some Forms. Note: This option is no longer available; however, this reason may still appear on older Forms I-20. • Use by Dependents for Entering United States—Prints on the Forms for dependents.
Initial Attendance	<p>Select this issue reason for any student who is initially applying for non-immigrant status and would likely be admitted to the United States as an M or F student.</p> <ul style="list-style-type: none"> • The student is not transferring from another school, is not currently a student at your school, and is not, to your knowledge, applying for a change of status in the United States. • The student generally has been accepted for, but has not yet begun, a program. • These students generally reside overseas and use the Form I-20 for visa issuance and initial entry through a DHS port of entry. • If you know that the student is already in the United States under another immigrant status, and is applying for a change of status with this Form I-20, choose the issue reason described below in Initial Attendance - Change of Status Requested. <p>A student that has “Initial Attendance” chosen as his or her issue reason is in Initial status in the system. This indicates that the student has been admitted to, but has not yet begun, the program or course of study. Once the student registers, his or her status will change and the system will automatically display and print another issuance reason as appropriate.</p> <p>Note: Once “Initial Attendance” is selected as the issuance reason, the system will continue to indicate this in Field 3 of the printed Form I-20 and on the <i>Student Information</i> screen in SEVIS until the student changes status by having his or her record registered, cancelled, or terminated.</p>
Initial Attendance – Change of Status Requested	<p>Select this issuance reason if the student is currently in the United States and has a non-immigrant visa that is neither an F nor M visa type, or does not have the student visa type that he or she needs for a new program.</p>

Section/Field	Description/Explanation
	<p>The student is requesting a change to F or M status from the Service Center.</p> <p>At this time, SEVIS does not allow you to enter the “change from” visa class directly when choosing this as an issue reason. However, if you wish to add detail concerning the change of status, you may do so in the Remarks field. Note: Comments entered in any Remarks field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.</p> <p>Indicating a change of status request is useful for purposes of the student’s change of status application with the Service Center, but is not necessary if you do not know that the student is changing status to attend your school.</p> <p>Choosing this issue reason will create a student record in Initial status, in a manner identical to choosing “Initial Attendance” as an issuance reason. It will not automatically put the student on any of the “change of status pending” related lists and alerts in the system. The student’s record will display on the <i>Change of Status Pending</i> lists and alerts only after SEVIS receives notification from the Service Center that the change of status application has been filed.</p> <p>As long as the change of status application is pending with the Service Center, the student’s name will display on the associated lists even if the student is registered and thus changes from Initial to Active status.</p> <p>Indicating this issue reason will not bar the student from being “registered” in the system.</p> <p>Non-immigrants, other than those in a B-1 or B-2 status, may register while their change of status application is still pending. The pending change of status will remain as a note on the student’s record in the system, the student’s record will still display on the <i>Change of Status Pending</i> list, and you may add comments pertaining to the pending change of status if you wish.</p> <p>For B students changing to an F or M status, the change of status application must be approved prior to the student starting the program (registering). The change of status will be denied if the DHS officer is able to determine that a B status applicant for F or M status has</p>

Section/Field	Description/Explanation
	registered and begun the academic or vocational program. Note: An issue reason of “Initial Attendance – Change of Status” will never be automatically filled in by the system. If a school officer chooses this as the issue reason, it will continue to display on the Form I-20 and the <i>Student Information</i> screen until the student changes status to either Active (via registration), Terminated, or Cancelled.

3. Review the information on Page 1 and then click one of the following buttons:

Save Draft	After completing the required fields on Page 1, you may click this button to save the data that you have entered on this page. Note: You do not need to click this button before advancing to the next page of the Form I-20. SEVIS automatically saves data when you click the Next button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.
Reset Values	Click this button to return all new entries on the page to their previous values.
Next	Click this button to automatically save the data that you have entered, changed, or added, and advance to the next page of the Form I-20. If you have entered an invalid value in a field, SEVIS will return a validation message.

2.4.1.2 Complete Page 2 of the Form I-20—Program Information

Page 2 of the Form I-20 is used to collect program information for the student. Exhibit 2–9, Form I-20 Page 2—Program Information, is an example of Page 2.

Exhibit 2–9: Form I-20 Page 2—Program Information

**U.S. Immigration
and Customs
Enforcement**

ICE

**Student & Exchange Visitor
Information System**

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)

PSO

Montgomery Institute
Woodward , Diana

Required fields are marked with an asterisk(*)

10. Admission number:

11. Driver's license number:

12. Driver's license issue state:

13. Social Security Number:

14. Individual Taxpayer ID Number:

15. * Foreign address:

Address 1:

Address 2:

City:

Province/Territory:

Postal code:

Country:

16. U.S. address:

Commuter student ☐ If checked, U.S. address is not required.

Address 1:

Address 2:

City:

State:

Zip Code:

 -

17. * Education Level:

If Other, enter here:

18. * Primary major:

Select

19. Secondary major:

Select

Clear

20. Minor:

Select

Clear

21. * Normal length of study:

(Months)

22. * Program start date:

(MM/DD/YYYY)

23. * Program end date:

(MM/DD/YYYY)

24. * English proficiency:

Is English proficiency required by the school?

If Yes, does the student have the required English proficiency?

If No, explain why the school does not require English proficiency.

Save Draft

Prev

Reset Values

Next

Print Draft I-20

06/18/2004 (Friday)

1. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
10. Admission Number	Enter the DHS-assigned number given to the student when he or she entered the United States and was admitted upon review by a DHS inspections officer. The admission number can be located on the student's I-94 entry document. This field has an 11-character limit. Completion of this field is optional. Note: Only students who have already been admitted to the United States will have an admission number.
11. Driver's License Number	For students already in the United States, enter the student's driver's license number assigned by the state that issued the license. This field has a 30-character limit. Completion of this field is optional.
12. Driver's License Issue State	Select from the drop-down list the state that issued the driver's license to the student, if applicable. Completion of this field is optional.
13. Social Security Number	Enter the student's Social Security number. This field has a nine-character limit. Completion of this field is optional.
14. Individual Taxpayer ID Number	Enter the taxpayer ID for students who are employed or have such an ID. This field has a nine-character limit. Completion of this field is optional.
* 15. Foreign Address	Enter the student's foreign address. All non-immigrant students must have a foreign address, even if they are currently in the United States.
16. U.S. Address	Enter the student's U.S. address. Note: If the student is a commuter student whose country of citizenship is Mexico or Canada, click in the Commuter Student check box. The U.S. address is not required for these students. However, if the student has a U.S. address, it should be entered.
* 17. Education Level	Select the level of education pursued by the student from the drop-down list. Note: Once the Form I-20 has been submitted, this field may not be updated for M students.

Section/Field	Description/Explanation
* 18. Primary Major	<p>Select the student's primary field of study, or the option on the list provided that most closely matches the field of study. SEVIS uses a two-step process to give you access to all possible fields of study:</p> <ol style="list-style-type: none"> 1. Click the Select button in the Primary Major, Secondary Major, or Minor row of the Form (Fields 18, 19, and 20) to display the <i>Course Selection</i> screen. On that screen, open the <i>Category</i> selection list by clicking the down arrow at the right end of the selection box. Make a selection. 2. Click the Search button to view the list of areas of study for the category selected. Find the subject that most closely matches the student's field of study and click on its code at the left end of the row. The system automatically returns to Page 2 of the Form I-20 and your final selection displays on the screen. 3. If you make an error at any point, repeat Steps 1 and 2.
19. Secondary Major	<p>Some students have a secondary major, usually in a related field. Use this field to select the student's second major. To complete this field, follow the instructions given for the Primary Major field (18). Click the Clear button to remove the selected secondary major, if desired.</p>
20. Minor	<p>This field is used to select the student's minor field of study, if applicable. To complete this field, follow the instructions given for the Primary Major field (18). Click the Clear button to remove the selected minor, if desired.</p>
* 21. Normal Length of Study	<p>Enter the period of time, expressed in months, that a person would normally take to complete the program in which the student is enrolling.</p>
* 22. Program Start Date	<p>Enter the date on which the student is expected to begin his or her program.</p> <p>Note: Once the Form I-20 has been submitted to SEVIS, this field cannot be updated at any time, unless a PDSO or DSO defers the attendance of an Initial status student that has not yet entered the United States.</p>

Section/Field	Description/Explanation
* 23. Program End Date	<p>Enter the expected date of completion of the academic or vocational program. (SEVIS will calculate the post-completion grace periods and any post-completion Optional Practical Training [OPT] separately.)</p> <p>Note: See Section 2.4.5.1, Student Information Screen and Student Update Links, for instructions on updating this field once the Form I-20 has been submitted in SEVIS.</p>
* 24. English Proficiency	<p>Select “yes” or “no” to indicate whether your school requires English proficiency.</p> <ul style="list-style-type: none"> • If “yes,” you must select “yes” or “no” to indicate whether the student is or is not proficient in the English language. • If “no,” enter an explanation in the field provided (1,000 character limit) as to why the school does not require English proficiency.

2. Review the information on Page 2 and then click one of the following buttons:

Save Draft	<p>Click this button to save the data that you have entered on this page.</p> <p>Note: You do not need to click this button before advancing to the next page of the Form I-20. SEVIS automatically saves data when you click the Next button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.</p>
Prev (Previous)	<p>Click this button to return to Page 1 of the Form I-20.</p> <p>WARNING: Be sure to save the data entered on this page before selecting the Prev button. If you do not save first, the new data that you entered on this page will be lost.</p>
Reset Values	<p>Click this button to return all new entries on the page to their previous values.</p>
Next	<p>Click this button to automatically save the data that you have entered and advance to Page 3 of the Form I-20. If you have entered an invalid value in a field, SEVIS will return a validation message.</p>
Print Draft I-20	<p>Click this button to print a draft copy of the Form I-20. Printing a draft enables you to review a paper copy of all of the data saved thus far.</p>

2.4.1.3 Complete Page 3 of the Form I-20—Financial Information

Page 3 of the Form I-20 is used to collect financial information for the student. Exhibit 2–10, Form I-20 Page 3—Financial Information, is an example of Page 3.

Exhibit 2–10: Form I-20 Page 3—Financial Information

The screenshot shows the SEVIS (Student & Exchange Visitor Information System) interface for Form I-20 Page 3—Financial Information. The header includes the U.S. Immigration and Customs Enforcement (ICE) logo and the SEVIS title. The user is logged in as Diana Woodward at Montgomery Institute. The form is divided into sections for academic term, expenses, funding, and remarks. Required fields are marked with an asterisk (*). The form is currently in a draft state, with all monetary values set to \$0.00.

U.S. Immigration and Customs Enforcement **ICE** **Student & Exchange Visitor Information System** **SEVIS**

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#) PDSO

Montgomery Institute
Woodward, Diana

Required fields are marked with an asterisk(*)

25. * Number of months in academic term:

26. Expenses:

*Tuition and Fees: \$

*Living Expenses: \$

Expenses for dependents: \$

Other costs: \$

Specify other costs:

Total expenses: \$0.00

27. Funding:

*Student's personal funds: \$

Funds from this school: \$

School fund type:

Funds from other sources: \$

Other source type:

On-Campus employment: \$

Total funding: \$0.00

28. Remarks:

06/18/2004 (Friday)

1. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* 25. Number of Months in Academic Term	Select the length of the student's academic term, up to 12 months, from the drop-down list. This information is the basis for determining the student's expenses and funds for a term.
26. Expenses	Enter the student's expenses for one academic term. Note: You must round up to the nearest dollar. The system does not accept the decimal point.
* Tuition and Fees	Enter the estimated average cost for tuition for the academic term. This field has a 10-character limit.
* Living Expenses	Enter the student's estimated total living expenses for one academic term. This field has a 10-character limit.
Expenses for Dependents	Enter the student's expenses for his or her dependents, if any, during one academic term. This field has a 10-character limit.
Other Costs	Enter an estimate of any other known student's expenses, if any, during one academic term. This field has a 10-character limit.
Specify Other Costs	If a figure is given for Other Costs , an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form.
27. Funding	Enter the student's funding for one academic term. Note: The total amount in Section 27 must be equal to or greater than the total amount in Section 26. Note: You must round up to the nearest dollar. The system does not accept the decimal point.
* Student's Personal Funds	Enter the personal funds available to the student in one academic term to defray his or her educational expenses. This field has a 10-character limit.
Funds From This School	Enter the amount of funding, if any, that the school will provide to the student in one academic term to help defray educational expenses. This field has a 10-character limit.

Section/Field	Description/Explanation
School Fund Type	If a number is entered in the Funds From This School field, an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form.
Funds From Other Sources	Enter the amount of funding, if any, that is available to the student during one academic term from sources not otherwise specified. This field has a 10-character limit.
Other Source Type	If a figure is entered in the Funds From Other Sources field, an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form.
On-Campus Employment	Enter the amount of funding, if any, the F-1 student will receive from on-campus employment. This field has a 10-character limit.
28. Remarks	Enter any applicable remarks regarding the student. This field has a 1,000-character limit. Note: Comments entered in any Remarks field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

2. Review the information on Page 3 and then click one of the following buttons:

Save Draft	Click this button to save the data that you have entered on this page. Note: You do not need to click this button before advancing to the next page of the Form I-20. SEVIS automatically saves data when you click the Next button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.
Prev (Previous)	Click this button to return to Page 2 of the Form I-20. WARNING: Be sure to save the data entered on this page before selecting the Prev button. If you do not save first, the new data that you entered on this page will be lost.
Reset Values	Click this button to return all new entries on the page to their previous values.
Next	Click this button to automatically save the data that you have entered and advance to Page 4 of the Form I-20. If you have entered an invalid value in a field, SEVIS will return a validation message.

Print Draft I-20	Click this button to print a draft copy of the Form I-20. Printing a draft enables you to review a paper copy of all of the data saved thus far.
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2.4.1.4 Complete Page 4 of the Form I-20—Dependent Information

Page 4 of the Form I-20 is used to add a dependent spouse or children to a student record. This screen displays the data for any dependents already added to the student's record and enables the PDSO or DSO to add dependents. By adding dependent information to the student's record, SEVIS creates a separate dependent Form I-20 (F-2 or M-2), and assigns a unique SEVIS ID to each of these dependent records. This Form will serve as the dependent's eligibility documentation for visa issuance and for entering the United States as a dependent of a student.

- If there are no dependents associated with this student, print a draft of the Form I-20, review it for accuracy, make any necessary changes, and click the **Submit** button to submit the new Form I-20.
- If you need to add dependents to the student's Form I-20, refer to Section 2.4.1.4.1, Add Dependents.

Exhibit 2–11, Form I-20 Page 4—Dependent Information, depicts Page 4 of the electronic Form I-20.

Exhibit 2–11: Form I-20 Page 4—Dependent Information

The screenshot displays the SEVIS (Student & Exchange Visitor Information System) interface. At the top, there is a header bar with the U.S. Immigration and Customs Enforcement (ICE) logo on the left, the text 'Student & Exchange Visitor Information System' in the center, and the 'SEVIS' logo on the right. Below the header, a navigation bar contains links for 'Main', 'Help', 'Tutorial', and 'Logout'. The main content area shows the institution name 'Montgomery Institute' and the user name 'Woodward, Diana'. The title 'Dependents' is centered. Below the title, there is a link labeled 'Add dependent'. At the bottom of the main content area, there are three buttons: 'Prev', 'Submit', and 'Print Draft I-20'.

1. After completing the dependent information, or if the student does not have any dependents, select one of the following buttons on Page 4:

Prev (Previous)	Click this button to return to the Page 3 of the Form I-20. Note: SEVIS automatically saves your data when you are on Page 4 and select the Prev button or log off of the system.
Submit	Click this button to submit the new Form I-20 to the SEVIS database.
Print Draft I-20	Click this button to print a draft copy of the Form I-20. The word “draft” displays on the top of the Form and the bar code will not be printed until the record is submitted. (See Section 2.4.2, Print a Form I-20).

2. If you click the **Submit** button on the last page of the electronic Form I-20, the system displays a message indicating that the submission was successful. This screen also shows the SEVIS ID, family name, and first name (if applicable) for the student and each dependent.
3. Click **OK** to return to the *Student Information* screen.

2.4.1.4.1 ADD DEPENDENTS

The *Add Dependent* screen, depicted in Exhibit 2–12, Add Dependent Screen, is used to collect information regarding any dependent spouse or children of a student. This screen enables the PDSO or DSO to add dependents. By adding dependent information to the student’s record, SEVIS creates a separate dependent Form I-20 (F-2 or M-2), and assigns a unique SEVIS ID to each of these dependent records. This Form will serve as the dependent’s eligibility documentation for visa issuance and for entering the United States as a dependent of a student.

Exhibit 2-12: Add Dependent Screen

	U.S. Immigration and Customs Enforcement		Student & Exchange Visitor Information System	SEVIS
Main Help Tutorial Logout				PDSO
Woodward, Diana School: Montgomery Institute				
SEVIS ID:				
Family name: Woodward				
First name: Diana				
Country of birth: FAROE ISLANDS				
Date of birth: 02/04/1970				
Country of citizenship: FAROE ISLANDS				
Gender: FEMALE				
School name: Montgomery Institute				
Program start date: 06/18/2004				
Program end date: 06/17/2008				
Visa type: F-1				
Status: DRAFT				
Required fields are marked with an asterisk (*)				
1.* Family name: <input style="width: 100%;" type="text"/>				
2. First name: <input style="width: 100%;" type="text"/>				
3. Middle name: <input style="width: 100%;" type="text"/>				
4. Suffix: <input style="width: 100%;" type="text"/>				
5.* Date of birth: <input style="width: 100%;" type="text"/> (MM/DD/YYYY)				
6.* Country of birth: <input style="width: 100%;" type="text"/>				
7. Country of citizenship: <input style="width: 100%;" type="text"/>				
8.* Gender: <input style="width: 100%;" type="text"/>				
9.* Relationship: <input style="width: 100%;" type="text"/>				
10. Remarks: <input style="width: 100%;" type="text"/>				
<input type="button" value="Add Dependent"/> <input type="button" value="Reset Values"/> <input type="button" value="Cancel"/>				
06/18/2004 (Friday)				

Perform the following steps to add a dependent to a new student record:

1. Click the **Add Dependent** link on Page 4 (Exhibit 2-11) of the electronic Form I-20 to display the *Add Dependent* screen, which contains relevant data on the principal and fields in which to enter data for a new dependent.

2. Complete the *Add Dependent* screen. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the sections/fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* 1. Family Name	Enter the surname or last name of the dependent. This field has a 40-character limit.
2. First Name	Enter the first name of the dependent. This field has a 40-character limit.
3. Middle Name	Enter the middle name of the dependent. This field has a 40-character limit.
4. Suffix	If appropriate, select a title from the drop-down list, such as Junior, that may display at the end of a person's name.
* 5. Date of Birth	Enter the dependent's date of birth in MM/DD/YYYY format.
* 6. Country of Birth	Select the name of the country in which the dependent was born from the drop-down list.
7. Country of Citizenship	Select the name of the country in which the dependent maintains citizenship from the drop-down list.
* 8. Gender	Select the dependent's gender from the drop-down list.
* 9. Relationship	From the drop-down list, select the relationship of the dependent non-immigrant to the principal non-immigrant. The only two valid relationships are "spouse" and "child." A dependent child must be younger than 21 years of age.
10. Remarks	If necessary, enter comments regarding the dependent. This field has a 1,000-character limit. This field is optional.
Note: All other fields on the dependent Form I-20 will reflect the student's information.	

3. Click the **Add Dependent** button to complete the process.
4. You will be returned to Page 4 (Exhibit 2–11) of the electronic Form I-20.

2.4.1.4.1.1 Delete Dependent

This option is only available prior to the submission of the student's Form I-20. If you are still in the record where you just added a dependent, perform the following steps to delete a dependent:

1. After adding a dependent, the **Delete** link displays in the **Commands** column on the *Dependents* screen. Click the **Delete** link, and the *Dependent Information* screen displays.

2. Click the **Delete Dependent** button on the *Dependent Information* screen to complete the process. A message displays indicating that the update was successful.
3. Click the **Return to Dependent Listing** button to view the student's SEVIS record.

If you are retrieving a saved record and you wish to delete a dependent, perform the following steps:


1. From the *Listing of Schools* screen, click the **Student Lists** link. The *Student Lists* screen for your school displays.
2. Click the **Saved Students** link. The *List of Saved Students* screen displays.
3. Click on the family name of the appropriate student. The *Student Information* screen displays.
4. Click the **Edit Student** link. Page 1 of the electronic Form I-20 displays.
5. Click the **Next** button until you advance to the *Dependents* screen.
6. Click the **Delete** link next to the dependent you wish to delete, and the *Dependent Information* screen displays.
7. Click the **Delete Dependent** button on the *Dependent Information* screen to complete the process. A message displays indicating that the update was successful.
8. Click the **Return to Dependent Listing** button to return to Page 4 of the Form I-20.

2.4.2 Print a Form I-20

You can print a draft or final copy of the Form I-20 when the **Print Draft I-20** or **Print 1-20 Form** button is available. A draft copy of the SEVIS Form I-20 can be identified by the word "draft" printed at the top of the Form. The SEVIS ID and bar code do not display on the draft Form. The draft Form I-20 can be printed prior to submission of the Form. The final Form will contain the SEVIS ID and bar code. To print the Form I-20, perform the following:

1. Click the **Print Draft I-20** or **Print 1-20 Form** button. Another browser window opens and the Form I-20 displays using Adobe Acrobat, from which the Form may be sent to a designated printer.

Note: During the launch of Adobe Acrobat, a *File Download* window may display. To eliminate this window from displaying in the future, click in the **always ask before opening this type of file** check box to remove the check mark. Select the **Open** button to view the Form I-20.

2. When the Form I-20 displays in the *Adobe Acrobat* window, use the scroll bar on the right side of the window to view additional pages of the Form.
3. Click the **Print** () button on the Adobe Acrobat toolbar. The *Print* window displays.
4. Ensure that the name of the printer you wish to print from is listed in the **Name** field in the *Print* window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.

5. Click **OK** and the Form I-20 prints to the designated printer.
6. Click the **Close** (✕) button on the *Adobe Acrobat* window to close the window.

2.4.3 Reprint a Form I-20

You can reprint the Form I-20 for the following reasons: travel, lost, stolen, or damaged.

Note: If the student already has a Form I-20 that can be signed for additional travel authorization, the Form does NOT need to be reprinted for travel. This reprint reason is valid only when the student has a Form I-20 that no longer has current travel authorization, and no additional travel authorization signature lines are available.


To reprint the Form I-20, perform the following:

1. From the *Student Information* screen (see Exhibit 2–14, Student Information), click the **Re-Print I-20** button. The system displays the *Reprint I-20* screen, on which you must select a reason of reprinting the Form.
2. Select a reprint reason (travel, lost, stolen, or damaged).
3. If you wish, enter comments in the **Remarks** field.

Note: Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

4. Click the **Next** button. The system displays another screen indicating that the reprint reason has been recorded or saved with the student's record.
5. Click the **Reprint I-20** button. Another browser window opens and the Form I-20 is displayed using the Adobe Acrobat, from which a copy of the Form I-20 may be sent to a designated printer.

Note: During the launch of Adobe Acrobat, a *File Download* window may display. To eliminate this window from displaying in the future, click in the **always ask before opening this type of file** check box to remove the check mark. Select the **Open** button to view the Form I-20.

6. When the Form I-20 displays in the *Adobe Acrobat* window, use the scroll bar on the right side of the window to view additional pages of the Form.
7. Click the **Print** () button on the Adobe Acrobat toolbar. The *Print* window displays.
8. Ensure that the name of the printer you wish to print from is listed in the **Name** field in the *Print* window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
9. Click **OK** and the Form I-20 prints to the designated printer.
10. Click the **Close** (✕) button on the *Adobe Acrobat* window to close the window.

Note: Netscape has modified its printing procedures for Version 7.0. Appendix B, Printing Instructions for Netscape Version 7.0, provides the updated instructions.

2.4.4 How to Retrieve Student Records


SEVIS has several methods for searching for and retrieving saved records. Users may perform a search for a student record, or select a student's record from a list of students who meet specific criteria. Both methods are addressed in the following sections.

2.4.4.1 Search


After logging into SEVIS, the system displays a list of schools associated with your user ID. You can search for a student's record in any of the schools for which you are assigned a role. To search for a student record, perform the following:

1. On the *F/M Eligibility Launch* page, click the **Search** link on the **Commands** menu to the right of the name of the school/campus whose records you wish to search. The *Student Search* screen displays. Exhibit 2–13, Student Search Screen, is an example of the screen.


Exhibit 2-13: Student Search Screen



**U.S. Immigration
and Customs
Enforcement**



**Student & Exchange Visitor
Information System**



[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)PD50

Student Search

Required fields are marked with an asterisk (*)
Select Sort Option, Search Type and Search Criteria

Sort Option

* Sort By: Family Name

* Sort Direction: ☒ Ascending ☐ Descending

*** Search Type (Select one radio button and complete the associated field(s))**

☒ **SEVIS ID:**

☐ **Personal Information**

* Family Name:
(allows trailing wildcard * as input, e.g. joh*)

First Name:

Date of Birth: (MM/DD/YYYY)

Country of Citizenship:

☐ **All Students**

*** Search Criteria (Select one radio button and complete the associated field(s))**

☒ **None (Valid only when the Search Type is SEVIS ID)**

☐ **Search By Status**

* Status:

Program Start Date Range: From: To: (MM/DD/YYYY)

Program End Date Range: From: To: (MM/DD/YYYY)

Country of Birth:

Country of Citizenship:

Major: Select Clear

☐ **Search By Termination Reason**

* Termination Reason:

Termination Date Range: From: To: (MM/DD/YYYY)

☐ **Search By Request (Select a Request Type and/or Request Status)**

* Request Type:




* Request Status:

Adjudication Date Range: From: To: (MM/DD/YYYY)

SearchReset Values

06/18/2004 (Friday)

2. Enter the necessary search criteria. Required fields are marked with an * (asterisk). The following is a list and explanation of the sections and fields on this screen.

Section/Field	Description/Explanation
Sort Option Section	The sort options are required fields; both fields must be completed.
* Sort By	Select an option from the drop-down list.
* Sort Direction	Select either Ascending or Descending .
* Search Type Section	In the Search Type section, one option must be selected . To do so, click the radio button  to the left of the type of search you wish to perform. Some of these options may require additional information.
SEVIS ID	If this option is selected, enter the student's SEVIS ID in 'N0123456789' format.
Personal Information	If this option is selected, the family name is required; first name, date of birth, and country of citizenship are optional. Note: You may also perform a "trailing wildcard" search in the Family Name field. Type at least the first three letters of the family name, followed by the * (asterisk) wildcard. For example, "Smi*" might return results that include "Smith," "Smithers," "Smithson," etc.
All Students	Click this radio button  if you wish to perform a search of all student records for this school/campus.
* Search Criteria Section	In the Search Criteria section, one option must be selected . To do so, click the radio button  to the left of the search criterion. Some of these options may also require additional information.
None	This option may only be selected when "SEVIS ID" is selected in the Search Type section of the screen.
Search By Status	If this option is selected, a type of status must also be selected. Completion of the other fields is optional. <ul style="list-style-type: none"> • *Status—Select an option from the drop-down list. • Program Start Date Range—Enter the dates for a specific period of time. For example, 01/01/2005 to 04/30/2005 would return the list of names of the students who started their programs between January 1, and April 30, 2005. • Program End Date Range—Enter the dates for

Section/Field	Description/Explanation
	<p>a specific period of time. For example, 10/01/2005 to 12/31/2005 would return the list of names of the students who ended their programs between October 1, and December 31, 2005.</p> <ul style="list-style-type: none"> • Country of Birth—Select a country from the drop-down list. • Country of Citizenship—Select a country from the drop-down list. • Major—Click the Select button to display a list of the major areas of study. The <i>Primary Major Selection</i> screen displays. Select a category from the drop-down list. Click the Search button to access a list of Major/Minors. Select a Major/Minor from the list provided. The major selected displays on the <i>Student Search</i> screen.
Search By Termination Reason	<p>If this option is selected, a termination reason must also be selected.</p> <ul style="list-style-type: none"> • *Termination Reason—Select an option from the drop-down list. • Termination Date Range—Enter the dates for a specific period of time. For example, 01/01/2005 to 04/30/2005 would return a list of names of the students who were terminated between January 1, and April 30, 2005.
Search By Request	<p>If this option is selected, a Request Type and/or Request Status must also be selected.</p> <ul style="list-style-type: none"> • Request Type—Select an option from the drop-down list. • Request Status—Select an option from the drop-down list. • Adjudication Date Range—(Use this option for students whose status is Approved or Denied.) Enter the dates for a specific period of time. For example, 01/01/2005 to 04/30/2005 would return a list of the names of the students whose requests were adjudicated between January 1, and April 30, 2005.

3. Click the **Search** button. A list containing the names of the students that meet your search criteria, if any, displays. (You may click the **New Search** link on this screen to begin a new search, or the **Refine Search** link to modify or add to the search criteria already entered.)

4. Click the family name of a student to view his or her data.
5. You may view the data and select from the links on the **Actions, Edits, Views, and Employment/Training** menus, if any are available, to perform other processes for the student. The actions that may be available are described in Section 2.4.5, Updating Forms I-20.

2.4.4.2 Student Lists

SEVIS allows you to quickly access lists of student records to view. (The student names on these lists are specific to a school or campus.) These lists provide a quick method for school officials to access and update student records.

On the *Listing of Schools* screen, click the **Student Lists** link for a school and the system displays a screen containing the following lists that can be generated:

List	Description/Explanation
Student Listing (for the Selected School or Campus)	A comprehensive list of all students for the selected school, regardless of their status.
Saved Students	A list of all student records that have been saved but not submitted. A PDSO or DSO may review and submit the records to SEVIS.
Initial Status Students	A list of all students whose status in SEVIS is Initial. The student's record has been created and saved to the SEVIS database, but the student has not registered at this school.
Active Status Students	A list of all students whose status in SEVIS is Active. The student has registered and enrolled in class. The student is considered to be "in status."
Terminated Status Students	A list of all students whose status in SEVIS is Terminated. The student's participation in SEVIS has been terminated by DHS or a school official; termination implies a change from Active status prior to program completion and for a reason other than "Program Completion."
Completed Status Students	A list of all students whose status in SEVIS is Completed. The student has completed his or her course of study and all other program related activities at the school.

List	Description/Explanation
Cancelled Status Students	A list of all students who were issued a Form I-20 for initial attendance at the school, but did not register to attend classes, and have no record that they have entered the United States to attend this institution. Generally, these are students that were issued a Form I-20, but chose not to attend this institution.
Active Students with Off-Campus Employment (OCE)	A list of students whose status in SEVIS is Active. These students are also employed off-campus, or have an OCE application pending. Students will remain on this list from the time that the OCE is requested until the end date of the employment, if approved, or 30 days after denial, if denied.
Students with Change of Status Requests	A list of students who are requesting change of status or have had a change of status application approved within the last 30 days.
Active Students with OPT	A list of active students who are currently participating in OPT, or that have an OPT application pending adjudication. Students will remain on this list from the time that the OPT is requested until the end date of the employment, if approved, or 30 days after denial, if denied.
Active Students with Curricular Practical Training (CPT)	A list of active students who are currently participating in CPT. Students will remain on this list from the time that the CPT is requested until the end date of the employment, if approved, or 30 days after denial, if denied.
Active Students with an Extension	A list of active students who have received an extension for completion of their course of study and M-1 students that have a pending extension request.
Active Students Authorized to Drop Below Full Course	A list of active students who are currently approved to drop below a full course of study.
Students in Transfer Status	<p>A list of students who are in the process of transferring into or out of a school.</p> <p>Note: From this list, you can retrieve partially completed records for students transferring into your school from another SEVIS school and then update and submit the transfer Form I-20 based on the student's new program information at your school.</p>

List	Description/Explanation
Requesting Reinstatement	A list of students who have requested reinstatement at this school, and whose reinstatement requests are pending. (The PDSO or DSO that submitted the reinstatement request will receive email notification of the reinstatement adjudication results.)

When you click one of these links, the appropriate list of students displays. Click a student link to view the student's Form I-20 information and edit the data, if necessary.

2.4.5 Updating Forms I-20

Once a student record is created in SEVIS, a PDSO or DSO must update the student's record with current information and must report all events required by the current proposed SEVIS regulations. The following sections address how to update student records in SEVIS.

2.4.5.1 Student Information Screen and Student Update Links

The school is responsible for maintaining each active student's record in the system and adding information related to changes in the student's benefits, such as employment; this ensures that all the information that displays is current and accurate. The *Student Information* screen provides you with links to many processes specifically related to the student. Exhibit 2–14, *Student Information*, is an example of the *Student Information* screen for a student who is in Active status. Not all links are available on every *Student Information* screen because some actions are applicable only to certain student statuses. For example, you may only cancel a student whose record is in Initial status; therefore, you would not see the **Cancel Student** link on an Active student's *Student Information* screen.

The links on the left side of the screen provide access to the screens that are used to update the student's record. You can update the student's personal data, extend the student's program, transfer the student's SEVIS record, and perform many other procedures. The subsequent sections detail the links' processes.

Note: Under Regulation 8 CFR 214.5, a student from a country on the DHS-provided country list may not engage in or seek to obtain training in aviation maintenance, flight operations, or nuclear-related studies or training. Therefore, you may not create or update a student's personal or program information as follows:

- If a student's country of birth (COB) or country of citizenship (COC) is on the DHS-provided country list, you may not select or update his or her Primary Major, Secondary Major, or Minor to training in aviation maintenance, flight operations, or nuclear-related studies or training.
- If a student's Primary Major, Secondary Major, or Minor is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the DHS-provided country list.

Exhibit 2–14: Student Information

U.S. Immigration and Customs Enforcement		Student & Exchange Visitor Information System		SEVIS																																	
Main Help Tutorial Logout PDSO																																					
Student information																																					
<div style="display: inline-block; border: 1px solid black; padding: 2px 5px;">Re-Print I-20</div> <div style="display: inline-block; border: 1px solid black; padding: 2px 5px;">Print Draft I-20</div>																																					
Actions: Authorize To Drop Below Full Course Change Education Level Complete Program Disciplinary Action Extend Program Registration Shorten Program Terminate Student Transfer Out Edits: Dependents Financial Information Personal Information Program Information View: Request/Authorization Details Employment/Training: CPT Employment Authorization Off-Campus Employment OPT Request	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: center; padding: 5px;">Personal Information</th></tr></thead><tbody><tr><td style="padding: 5px;">SEVIS ID: N0000001306</td></tr><tr><td style="padding: 5px;">Family name: Keebler</td></tr><tr><td style="padding: 5px;">First name: Jerry</td></tr><tr><td style="padding: 5px;">Country of birth: OMAN</td></tr><tr><td style="padding: 5px;">Birth date: 06/05/1985</td></tr><tr><td style="padding: 5px;">Citizenship country: OMAN</td></tr><tr><td style="padding: 5px;">Gender: MALE</td></tr><tr><td style="padding: 5px;">Foreign Address: 18941 Lubner Drive OMAN</td></tr><tr><td style="padding: 5px;">U.S. Address: 4684 Locality Drive Washington DISTRICT OF COLUMBIA 20001</td></tr><tr><td style="padding: 5px;">SSN:</td></tr><tr><td style="padding: 5px;">Driver license number:</td></tr><tr><td style="padding: 5px;">Issuing state:</td></tr><tr><td style="padding: 5px;">Individual Taxpayer ID number:</td></tr></tbody></table> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: center; padding: 5px;">Financial Information</th></tr></thead><tbody><tr><td style="padding: 5px;">Number of months: 09</td></tr><tr><td style="padding: 5px;">Tuition fees: \$5,000.00</td></tr><tr><td style="padding: 5px;">Living expenses: \$1,000.00</td></tr><tr><td style="padding: 5px;">Dependent expenses:</td></tr><tr><td style="padding: 5px;">Other Costs:</td></tr><tr><td style="padding: 5px;">Other costs comment:</td></tr><tr><td style="padding: 5px;">Total expenses: \$6,000.00</td></tr><tr><td style="padding: 5px;">Student's personal funds: \$25,000.00</td></tr><tr><td style="padding: 5px;">Funds from this school:</td></tr><tr><td style="padding: 5px;">School fund type:</td></tr><tr><td style="padding: 5px;">Funds from other sources:</td></tr><tr><td style="padding: 5px;">Source type:</td></tr><tr><td style="padding: 5px;">On-Campus employment:</td></tr><tr><td style="padding: 5px;">Total funding: \$25,000.00</td></tr></tbody></table>				Personal Information	SEVIS ID: N0000001306	Family name: Keebler	First name: Jerry	Country of birth: OMAN	Birth date: 06/05/1985	Citizenship country: OMAN	Gender: MALE	Foreign Address: 18941 Lubner Drive OMAN	U.S. Address: 4684 Locality Drive Washington DISTRICT OF COLUMBIA 20001	SSN:	Driver license number:	Issuing state:	Individual Taxpayer ID number:	Financial Information	Number of months: 09	Tuition fees: \$5,000.00	Living expenses: \$1,000.00	Dependent expenses:	Other Costs:	Other costs comment:	Total expenses: \$6,000.00	Student's personal funds: \$25,000.00	Funds from this school:	School fund type:	Funds from other sources:	Source type:	On-Campus employment:	Total funding: \$25,000.00				
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06/18/2004 (Friday)																																					

2.4.5.2 Actions Menu

2.4.5.2.1 AUTHORIZE TO DROP BELOW FULL COURSE

When authorizing the (active) student to drop below a full course of study, SEVIS requires you to choose the reason for this authorization from a drop-down list. SEVIS also monitors the time limitations for such authorization and requires the PDSO or DSO to update the authorization periodically. The school user will know from the alert lists that a student's authorization to drop below a full course of study needs to be updated. The circumstances under which a student may be authorized to drop below a full course of study are defined in the current regulations as amended by the final SEVIS regulation. Section 2.4.5.2.12, Resume Full Course, provides information on updating the student's record when he or she resumes a full course of study.

Perform the following steps to authorize a student to drop below a full course load:

1. From the *Student Information* screen, click the **Authorize to Drop Below Full Course** link. The *Authorize to Drop Below Full Course* screen displays with the student's basic personal and program information. Exhibit 2–15, Authorize to Drop Below Full Course Screen, provides a sample of this screen.

Exhibit 2–15: Authorize to Drop Below Full Course Screen

The screenshot shows the SEVIS interface for the 'Authorize to Drop Below Full Course' screen. At the top, there is a header with the U.S. Immigration and Customs Enforcement (ICE) logo, the text 'Student & Exchange Visitor Information System', and the 'SEVIS' logo. Below the header is a navigation bar with links: 'Main | Help | Tutorial | Logout'. The main content area is titled 'Montgomery Institute' and 'Authorize to Drop Below Full Course'. A note states: 'Required fields are marked with an asterisk (*)'. The form contains the following fields and values:

SEVIS ID:	N0000001306
Family name:	Keebler
First name:	Jerry
Country of birth:	OMAN
Date of birth:	06/05/1985
Country of citizenship:	OMAN
Gender:	MALE
School name:	Montgomery Institute
Program start date:	06/16/2004
Program end date:	06/03/2008
Visa type:	F-1
Status:	ACTIVE

Below the form fields, there are four numbered sections:

1. * Authorization Reason: (dropdown menu)
2. * Authorization Start Date: (calendar icon) (MM/DD/YYYY)
3. * Authorization End Date: (calendar icon) (MM/DD/YYYY)
4. Remarks: (text area with up/down arrows)

At the bottom of the form, there are three buttons: 'Authorize', 'Reset Values', and 'Cancel'. The date '06/18/2004 (Friday)' is displayed at the very bottom of the screen.

2. Complete the *Authorize to Drop Below Full Course* screen. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* 1. Authorization Reason	Select one of the following reasons from the drop-down list: <ul style="list-style-type: none">• F-1 reasons<ul style="list-style-type: none">– Illness or Medical Condition– Improper Course Level Placement– Initial Difficulty with Reading Requirements– Initial Difficulty with English Language– To Complete Course of Study in Current Term– Unfamiliarity with American Teaching Methods• M-1 reasons<ul style="list-style-type: none">– Illness or Medical Condition– Part-Time Commuter Student
* 2. Authorization Start Date	Enter the date on which you authorize the student to begin taking less than a full course load in MM/DD/YYYY format.
* 3. Authorization End Date	Enter the date on which the authorization for the student to take less than a full course load ends in MM/DD/YYYY format.
4. Remarks	Enter any optional remarks about the student. This field has a 1,000-character limit. Note: Comments entered in any Remarks field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

3. After you have completed the screen, click one of the following buttons:

Authorize	Click this button to complete the process.
Reset Values	Click this button to return all new entries on the page to their previous values.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.

4. If you click the **Authorize** button, a message displays indicating that the update was successful.
5. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.
6. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.2.2 CANCEL REINSTATEMENT REQUEST

A PDSO or DSO can cancel a (pending) reinstatement request. A reinstatement request can be cancelled for a student who decides to leave the United States rather than reinstating, wants to transfer to another school where he or she will then apply for reinstatement, or leaves the United States and then applies for reentry with a new Form I-20.

Perform the following steps to cancel a pending reinstatement request:

1. From the *Student Information* screen, click the **Cancel Pending Reinstatement** link. The *Cancel Pending Reinstatement* screen displays with the student's basic personal and program information.
2. Enter any comments in the **Remarks** field regarding why you are cancelling the student's pending reinstatement request. This field is optional and has a 1,000-character limit.

Note: Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

3. After reviewing the information and entering any optional comments, click one of the following buttons:

Cancel Reinstatement	Click this button to complete the process and cancel the student's pending reinstatement request.
Reset Values	Click this button to return all new entries on the page to their previous values.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.

4. If you click the **Cancel Reinstatement** button, a message displays indicating that the update was successful.
5. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.2.3 CANCEL STUDENT

When a school is informed that a student who was issued a Form I-20 for initial attendance will not be registering to attend that institution, a PDSO or DSO can cancel the student's record. The cancel function should also be used when a school official creates an initial Form I-20 with incorrect information that cannot be corrected, such as the program start and end dates. This action is only available for students who are in Initial status. This option should be used only

when, to the school's knowledge, the student was not planning to attend the school. If the school knows that the student entered the United States to attend that school, and the student fails to arrive, a PDSO or DSO should terminate that record, rather than cancelling it.
(Section 2.4.5.2.14, Terminate Student, provides instructions on terminating a record.)

Note: DHS regulations require that a student's registration at the school be updated in SEVIS within 30 days of the school's registration deadline.

SEVIS automatically cancels a student's Form I-20 when a school official does not register the student at least 60 days following the program start date identified on the Form I-20 and there is no record in the system of the student having entered the United States to attend that institution.

Perform the following steps to cancel an Initial status student:

1. From the *Student Information* screen, click the **Cancel Student** link. The *Cancel Student* screen displays with the student's basic personal and program information.
2. After reviewing the information, click one of the following buttons:

Cancel Student	Click this button to complete the process and cancel the student's record.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.

3. If you click the **Cancel Student** button, a message displays indicating that the update was successful.
4. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.2.4 CANCEL TRANSFER

The PDSO and DSO at the transfer-out school can cancel a transfer prior to the release date entered on the *Transfer Out* screen. If the student decides not to transfer, and the release date has already passed, the PDSO or DSO should contact the SEVIS Help Desk (1-800-892-4829) for assistance.

Perform the following steps to cancel a student's transfer:

1. From the *Student Information* screen, click the **Cancel Transfer** link. The *Cancel Transfer Event* screen displays with the student's basic personal and program information.
2. Enter any comments in the **Remarks** field regarding why you are cancelling the student's pending transfer. This field is optional and has a 1,000-character limit.

Note: Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

3. After reviewing the information and entering any optional comments, click one of the following buttons:

Cancel Transfer	Click this button to complete the process and cancel the student's pending transfer request.
Reset Values	Click this button to return all new entries on the page to their previous values.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.

4. If you click the **Cancel Transfer** button, a message displays indicating that the update was successful.
5. You may click the **Print I-20** button to print a current copy of the Form I-20 for the student for his or her records.
6. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.2.5 COMPLETE PROGRAM

The Complete Program process is used to indicate that a student has graduated or completed his or her course of study. This will change the student's status to Completed. A PDSO or DSO should only perform this update in cases where a student has completed his or her stay in the United States and has departed or will depart in the immediate future. No further action can be taken once this update is made, aside from applying for reinstatement. If a student plans to graduate earlier than expected, the PDSO or DSO should update the program end date (select the **Shorten Program** link on the *Student Information* screen) rather than changing the student's status to Completed. Section 2.4.5.2.13, Shorten Program, provides instructions on shortening a student's program.

Note: If a school official does not actively change the student's status to Completed, SEVIS will automatically change the record of an active student to Completed based on the program end date identified on the student's Form I-20. For F students, status will change to Completed 60 days past the Form I-20 program end date or 60 days past the completion of OPT, whichever is later. For M students, status will change to Completed 30 days past the program end date or 30 days past OPT, whichever is later.

Perform the following steps to complete a student's program:

1. From the *Student Information* screen, click the **Complete Program** link. The *Complete Program* screen displays with the student's basic personal and program information.
2. Enter any comments in the **Remarks** field regarding why you are completing the student's program. This field is optional and has a 1,000-character limit.

Note: Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

3. After reviewing the information and entering any optional comments, click one of the following buttons:

Complete Program	Click this button to complete the process and complete the student's program.
Reset Values	Click this button to return all new entries on the page to their previous values.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.

4. If you click the **Complete Program** button, a message displays requesting that you confirm the action. Click **Yes** to complete the student's program. Click **No** to cancel the action and return to the *Student Information* screen.
5. If you click **Yes**, a message displays indicating that the update was successful.
6. Click the **Return to View Record** button to view the student's SEVIS record.



2.4.5.2.6 CREATE FORM I-20

This option is available for Transfer In students only. (Section 2.4.5.2.6.1, Additional Transfer In Information, provides additional information regarding the transfer in process.) A PDSO or DSO may use this link to create the Form I-20 for F students transferring in from a SEVIS school once the program release date is reached. It is also used to create the Form I-20 for M students as soon as the transfer-out school makes the Transfer Out update.

Perform the following steps to create a Form I-20 for a transfer in student:

1. From the *Student Information* screen, click the **Create I-20** link. The *Create I-20 for Transfer (Page 1)* screen displays with some of the student's basic information already filled in. Exhibit 2-16, Create I-20 for Transfer (Page 1) Screen, depicts a sample of this screen.

Exhibit 2-16: Create I-20 for Transfer (Page 1) Screen

 U.S. Immigration and Customs Enforcement		 ICE		Student & Exchange Visitor Information System		SEVIS	
Main Help Tutorial Logout							
Create I-20 for Transfer							
School: Whitmore College SEVIS ID: N0000001305							
Required fields are marked with an asterisk (*)							
* Visa type: F-1							
1. * Family Name:		<input type="text" value="Danub"/>					
2. * First Name:		<input type="text" value="Mary"/>					
3. Middle Name:		<input type="text"/>					
4. Suffix:		<input type="text"/>					
5. * Date of Birth:		<input type="text" value="02/15/1985"/> (MM/DD/YYYY)					
6. * Gender:		<input type="text" value="FEMALE"/>					
7. * Country of Birth:		<input type="text" value="KAZAKHSTAN"/>					
8. * Country of Citizenship:		<input type="text" value="KAZAKHSTAN"/>					
9. Driver's license number:		<input type="text"/>					
10. Driver's license issue state:		<input type="text"/>					
11. Social Security Number:		<input type="text"/>					
12. Individual Taxpayer ID Number:		<input type="text"/>					
13. * Foreign address:		<div>Commuter student <input type="checkbox"/> If checked, U.S. address is not required. Address 1: <input type="text" value="14681 Champs Rue"/> Address 2: <input type="text"/> City: <input type="text"/> Province/Territory: <input type="text"/> Postal code: <input type="text"/> Country: <input type="text" value="KAZAKHSTAN"/></div>					
14. U.S. address:		<div>* Address 1: <input type="text"/> Address 2: <input type="text"/> * City: <input type="text"/> * State: <input type="text"/> * Zip Code: <input type="text"/> - <input type="text"/></div>					
15. * Education Level:		<input type="text" value="BACHELOR'S"/> If Other, enter here: <input type="text"/>					
16. * Primary major:		<input type="button" value="Select"/>					
17. Secondary major:		<input type="button" value="Select"/> <input type="button" value="Clear"/>					
18. Minor:		<input type="button" value="Select"/> <input type="button" value="Clear"/>					
19. * Normal length of study:		<input type="text"/> (Months)					
20. * Program start date:		<input type="text"/> (MM/DD/YYYY)					
21. * Program end date:		<input type="text"/> (MM/DD/YYYY)					
22. * English proficiency:		<div>Is English proficiency required by the school? <input type="text"/> If Yes, does the student have the required English proficiency? <input type="text"/> If No, explain why the school does not require English proficiency. <input type="text"/></div>					
<input type="button" value="Reset Values"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>							
06/18/2004 (Friday)							

2. Complete Page 1 of the *Create I-20 for Transfer* screen. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* Visa Type	The only valid visa types for SEVIS students are F-1 for academic students and M-1 for vocational. (Dependent spouses and children of F-1 and M-1 students are F-2 and M-2 dependents respectively, and are added to a student's record later in the Form I-20 creation process.) Note: This field is pre-populated by SEVIS and cannot be updated.
* 1. Family Name	Enter the surname or last name of the student. This field has a 40-character limit. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
2. First Name	Enter the first name of the student. This field has a 40-character limit. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
3. Middle Name	Enter the middle name of the student. This field has a 40-character limit. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
4. Suffix	If applicable, select a title from the drop-down list, such as Junior, that may display at the end of a person's name. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
* 5. Date of Birth	Enter the student's date of birth in MM/DD/YYYY format. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
* 6. Gender	Select the student's gender from the drop-down list. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
* 7. Country of Birth	Select the name of the country in which the student was

Section/Field	Description/Explanation
	born from the drop-down list. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
* 8. Country of Citizenship	Select the name of the country in which the student maintains citizenship from the drop-down list. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
9. Driver's License Number	For students already in the United States, enter the student's driver's license number assigned by the state that issued the license. This field has a 30-character limit. Completion of this field is optional. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
10. Driver's License Issue State	Select from the drop-down list the state that issued the driver's license to the student, if applicable. Completion of this field is optional. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
11. Social Security Number	Enter the student's Social Security number. This field has a nine-character limit. Completion of this field is optional. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
12. Individual Taxpayer ID Number	Enter the taxpayer ID for students who are employed or have such an ID. This field has a nine-character limit. Completion of this field is optional. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.

Section/Field	Description/Explanation
* 13. Foreign Address	<p>Note: If the student is a commuter student whose country of citizenship is Mexico or Canada, click in the Commuter Student check box. The U.S. address is not required for these students. However, if the student has a U.S. address, it should be entered below in section 14, U.S. Address.</p> <p>Enter the student's foreign address. All non-immigrant students must have a foreign address, even if they are currently in the United States.</p> <p>Note: This field is pre-populated by SEVIS. This field can be edited if necessary.</p>
14. U.S. Address	Enter the student's U.S. address.
* 15. Education Level	<p>Select the level of education pursued by the student from the drop-down list.</p> <p>Note: Once the Form I-20 has been submitted, this field may not be updated for M-1 students.</p> <p>Note: This field is pre-populated by SEVIS. This field can be edited for F-1 students, if necessary.</p>
* 16. Primary Major	<p>Select the student's primary field of study, or the option on the list provided that most closely matches the field of study. SEVIS uses a two-step process to give you access to all possible fields of study:</p> <ol style="list-style-type: none"> 1. Click the Select button in the Primary Major, Secondary Major, or Minor row of the Form (Fields 16, 17, and 18) to display the <i>Course Selection</i> screen. On that screen, open the <i>Category</i> selection list by clicking the down arrow at the right end of the selection box. Make a selection. 2. Click the Search button to view the list of subjects for the category selected. Find the subject that most closely matches the student's field of study and click on its code at the left end of the row. The system automatically returns to Page 1 of the Form I-20 and your final selection displays on the screen. 3. If you make an error at any point, repeat Steps 1 and 2.

Section/Field	Description/Explanation
17. Secondary Major	Some students have a secondary major, usually in a related field. Use this field to select the student's second major. To complete this field, follow the instructions given for the Primary Major field (16). Click the Clear button to remove the selected Secondary Major.
18. Minor	This field is used to select the student's minor field of study, if applicable. To complete this field, follow the instructions given for the Primary Major field (16). Click the Clear button to remove the selected Minor.
* 19. Normal Length of Study	Enter the period of time, expressed in months, that a person would normally take to complete the program in which the student is enrolling.
* 20. Program Start Date	Enter the date on which the student is expected to begin his or her program. Note: Once the Form I-20 has been submitted to SEVIS, this field cannot be updated.
* 21. Program End Date	Enter the date of completion of the actual academic or vocational program. (SEVIS will calculate the post-completion grace periods and any post-completion OPT separately.)
* 22. English Proficiency	Select " yes " or " no " to indicate whether your school requires English proficiency. <ul style="list-style-type: none"> • If "yes," you must select "yes" or "no" to indicate whether the student is or is not proficient in the English language. • If "no," enter an explanation in the field provided (1,000 character limit) as to why the school does not require English proficiency.

3. After you have completed the screen, click one of the following buttons:

Reset Values	Click this button to return all new entries on the page to their previous values.
Next	Click this button to advance to the next screen in order to complete the transfer in process.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.

4. Complete Page 2 of the *Create I-20 for Transfer* screen. Exhibit 2–17, Create I-20 for Transfer (Page 2) Screen, depicts a sample of this screen.

Exhibit 2–17: Create I-20 for Transfer (Page 2) Screen

5. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* 23. Number of Months in Academic Term	Select the length of the student's academic term, up to 12 months, from the drop-down list. This information is the basis for determining the student's expenses and funds for a term.
24. Expenses	Enter the student's expenses for one academic term. Note: You must round up to the nearest dollar. The system does not accept the decimal point.
* Tuition and Fees	Enter the estimated average cost for tuition for the academic term. This field has a 10-character limit.

Section/Field	Description/Explanation
* Living Expenses	Enter the student's estimated total living expenses for one academic term. This field has a 10-character limit.
Expenses for Dependents	Enter the student's expenses for his or her dependents, if any, during one academic term. This field has a 10-character limit.
Other Costs	Enter an estimate of the student's miscellaneous expenses, if any, during one academic term. This field has a 10-character limit.
Specify Other Costs	If a figure is given for Other Costs , an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form.
25. Funding	Enter the student's funding for one academic term. Note: The total amount in Section 25 must be equal to or greater than the total amount in Section 24. Note: You must round up to the nearest dollar. The system does not accept the decimal point.
* Student's Personal Funds	Enter the personal funds available to the student in one academic term to defray his or her educational expenses. This field has a 10-character limit.
Funds From This School	Enter the amount of funding, if any, that the school will provide to the student in one academic term to help defray educational expenses. This field has a 10-character limit.
School Fund Type	If a number is entered in the Funds From This School field, an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form.
Funds From Other Sources	Enter the amount of funding, if any, that is available to the student during one academic term from sources not otherwise specified. This field has a 10-character limit.
Other Source Type	If a figure is entered in the Funds From Other Sources field, an explanation must be provided. This field has a 1,000-character limit.
On-Campus Employment	Enter the amount of funding, if any, the F-1 student will receive from on-campus employment. This field has a 10-character limit.

Section/Field	Description/Explanation
26. Remarks	Enter any applicable remarks regarding the student. This field has a 1,000-character limit. Note: Comments entered in any Remarks field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

6. After reviewing the information, click one of the following buttons:

Prev (Previous)	Click this button to return to the previous page of the Form I-20. WARNING: Be sure to save the data entered on this page before selecting the Prev button. If you do not save first, the new data that you entered on this page will be lost.
Reset Values	Click this button to return all new entries on the page to their previous values.
Submit	Click this button to submit the updated Form I-20 for the transfer in student.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.
Save Draft	Click this button to save the data that you have entered on this page.
Print Draft I-20	Click this button to print a draft copy of the Form I-20. Printing a draft enables you to review a paper copy of all of the data saved thus far.

7. If you click the **Submit** button, a message displays indicating that the submission was successful.
8. Click the **Print I-20** button to print a copy of the Form I-20. Then give the printed copy to the student for his or her records.
9. Click **OK** to view the student's SEVIS record.

2.4.5.2.6.1 Additional Transfer In Information

The transfer release date, entered by the "transfer-out" school, is the date on which a student's SEVIS record transfer takes effect.

For F-1 students, once the transfer release date entered by the transfer-out school has been reached, the student's record is transferred to the transfer-in school so that the school can complete the transfer Form I-20 and then register and enroll the student. A PDSO or DSO at the transferring-in school sees the student's name on the *Students in Transfer Status* list as soon as

the transfer-out school makes the transfer update. (The record is not available for update by the transfer-in school until the release date.) From this list, the PDSO or DSO can select that student and create the initial Form I-20 for the student to attend the new school. The system automatically fills in the Transfer-in Form I-20 with the following information from the prior school:

- Family Name
- First Name
- Date of Birth
- Gender
- Country of Birth
- Country of Citizenship
- Education Level (M-1 students only)
- Driver's License Number and Issue State
- Social Security number
- Individual Taxpayer ID
- Foreign Address
- Visa Number and Visa Issuance Post Code
- Passport Number

The remaining fields on the Transfer-in Form I-20 must be completed by the transfer-in school to reflect the financial and program information relevant to the student's new program. When printed, this Form I-20 indicates that the student is in Initial status and is transferring to your school. The transfer is completed, and "Transfer" no longer displays on the F-1 student's Form I-20, once you register the student at your school.

For M-1 students, once the transfer-out school updates the student's record to indicate that a transfer out will occur and has identified the transfer-in school, a PDSO or DSO at the transferring-in school sees the student's name on the *Students in Transfer Status* list. From this list, the PDSO or DSO can select that student and create the initial Form I-20 for the student to attend the new school. In this instance, the transfer Form I-20 created by the transferring-in school must be printed, signed, and sent to the Service Center with other supporting documentation.

In SEVIS, the transfer-in request for an M-1 student displays as Pending on the *Student Information* screen and on the *Students in Transfer Status* list. Once the adjudication result is received from the Service Center, the result displays on the *Student Information* screen and the *Students in Transfer Status* list. The result displays on the *Students in Transfer Status* list for 30 days after the Service Center decision date. **Note:** An M-1 student can be registered at the Transfer-in school prior to the Service Center's adjudication of the transfer request. If the transfer is denied, the student will be terminated at the transfer-in school.

2.4.5.2.7 DEFER ATTENDANCE

A PDSO or DSO can defer attendance for a student prior to a student's initial registration as long as the student has not entered the United States. The DHS regulations do not allow for deferred

attendance in cases where the student has already entered through the port of entry (POE). To defer attendance, you must update the student's program start date and, if appropriate, the program end date.

Perform the following steps to defer attendance for a student:

1. From the *Student Information* screen, click the **Defer Attendance** link. The *Defer Attendance* screen displays with the student's basic personal and program information. Exhibit 2–18, *Defer Attendance Screen*, provides a sample of this screen.

Exhibit 2–18: Defer Attendance Screen



2. Complete the *Defer Attendance* screen. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* 1. New Program Start Date	Enter the student's new program start date in MM/DD/YYYY format.
* 2. New Program End Date	Enter the student's new program end date in

Section/Field	Description/Explanation
	MM/DD/YYYY format.
3. Remarks	Enter any optional remarks about the student. This field has a 1,000-character limit. Note: Comments entered in any Remarks field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

3. After you have completed the screen, click one of the following buttons:

Defer Attendance	Click this button to complete the process.
Reset Values	Click this button to return all new entries on the page to their previous values.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.

4. If you click the **Defer Attendance** button, a message displays indicating that the update was successful.
5. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.
6. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.2.8 DISCIPLINARY ACTION

The Disciplinary Action option is available for students in an Active status and is used to indicate that disciplinary action was taken against the student due to the student being convicted of a crime. This update will not affect the student's status.

To record a disciplinary action against a student, perform the following steps:

1. From the *Student Information* screen, click the **Disciplinary Action** link. The *Disciplinary Action* screen displays with the student's basic personal and program information.
2. On the *Disciplinary Action* screen, you must click to place a check mark in **The Student has had Disciplinary Action taken as a result of being Convicted of a Crime** check box and enter remarks in the **Explanation** text box. This update will not affect the student's status.
3. After reviewing the information, click one of the following buttons:

Submit Action	Click this button to complete the process and submit the disciplinary action against the student's record.
Reset Values	Click this button to return all new entries on the page to their previous values.
Cancel	Click this button to cancel the action and return to the <i>Student</i>

	<i>Information screen.</i>
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4. If you click the **Submit Action** button, a message displays indicating that the update was successful.
5. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.2.9 EXTEND PROGRAM

The *Extend Program* screen allows you to change a student's program end date to reflect that additional time is needed to complete the course due to medical or academic circumstances.

Note: You must request a program extension for a student prior to the student's current program end date.

For F-1 students, this update does not require DHS adjudication. However, for M-1 students, the Service Center must adjudicate an extension request. You may make an extension request for an M-1 student no sooner than 60 days and no later than 15 days before his or her program end date. Once the M-1 extension request is made in SEVIS, the Form I-20 indicating this request should be printed and sent to the Service Center along with the other necessary documentation and forms.

For an M-1 extension request, once the update is made, the extension displays as a pending request on both the student list and the individual *Student Information* screen. Once the adjudication result is received from the Service Center, the result also displays on the *Student Information* screen and the *Active Students with an Extension* list. The result displays on the *Active Students with an Extension* list until 30 days after the Service Center decision date.

Perform the following steps to extend a student's program:

1. From the *Student Information* screen, click the **Extend Program** link. The *Extend Program* screen displays with the student's basic personal and program information.
2. On the *Extend Program* screen, enter the new program end date in MM/DD/YYYY format.
3. Enter an explanation for the medical or academic circumstances that necessitate an extension in the available text box.
4. After reviewing the information, click one of the following buttons:

Extend Program	<p>Click this button to complete the process and extend the student's program. A message displays indicating that the update was successful.</p> <p>Note: For M-1 students there will be a reminder that the submitted changes required adjudication by the Service Center.</p> <p>Click the Print I-20 button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.</p>
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	Click the Return to View Record button to view the student's SEVIS record. The Additional Information for M-1 Extension Requests section below provides further details for M-1 students.
Reset Values	Click this button to return all new entries on the page to their previous values.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.

Additional Information for M-1 Extension Requests

When printing a Form I-20 for an M-1 with a pending extension request, the system prints the requested extended program end date in Field 5 and "Program Extension Pending" in Field 3 (along with "Continued Attendance"). When printing a Form I-20 for an M-2 whose associated student has a pending extension request, the system prints the requested extended program end date in Field 5 and "Program Extension Pending" in Field 3 (along with "Use by Dependents for Entering United States").

SEVIS allows you to view and cancel, but not update, requests for M-1 extensions that have not been adjudicated. Section 2.4.5.2.17, Cancel Extend Program for an M-1 Student, provides direction for cancelling a program extension request for an M-1 student.

2.4.5.2.10 REGISTRATION

Registration is the process of entering the required data when a student who has been issued a Form I-20 for attendance appears at the school and enrolls in classes. This SEVIS registration activates an initial student's record in the system, which means that the student record changes from Initial to Active status. Each student who is issued a Form I-20 for initial attendance must be registered in SEVIS once he or she arrives and is enrolled in the program. SEVIS registration should not be performed prior to the student's arrival and program registration at the institution.

Note: In addition to the initial registration action, a PDSO or DSO must update a student's record each term or session to indicate that the student is enrolled for that semester, and to indicate the next term or session start date. This update can be completed each term or session by opening the active student's record and following the update procedures defined below.

The following guidelines apply to student registration:

- Once the student is initially registered at the school, and is in Active status, a PDSO or DSO must update the student's record each term or session to indicate that the active student is still enrolled at the school. The session dates are entered in the student's record for each term or session at the time of this update. A student whose record has not been updated to reflect this per term registration will display on an alert list.
- If the student being registered is an F-1 student currently transferring into the school, the transfer is marked complete.

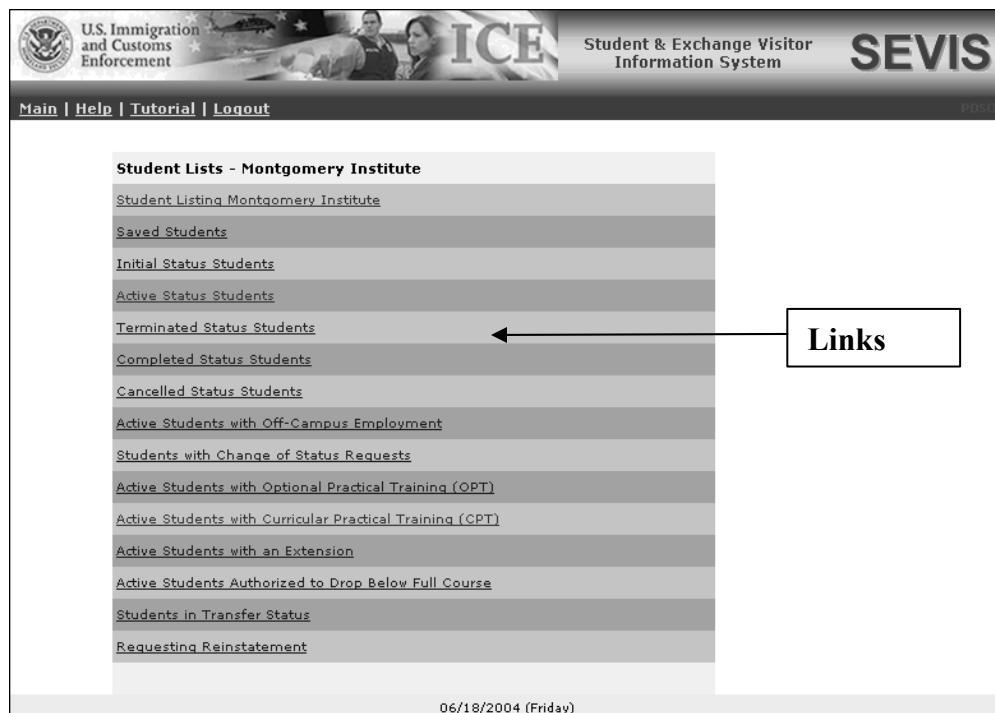
- If the student being registered is an M-1 student transferring into the school, you may register the student. However, the transfer will not be marked as Complete until the adjudication result from the Service Center is received. If the student registers prior to receipt of the adjudication result, and the final result is “denied,” the student’s record is terminated. If the adjudication result is approved, the student’s transfer is marked complete.

Note: Each student must be registered in SEVIS in order to be changed from Initial to Active status. SEVIS will cancel the record (record with Initial status will change to Cancelled) if no registration event occurs once the program start date has passed. For students in Active status, if no registration update is made within the required time frame each semester, the student’s record is terminated. Active students whose session dates need to be updated will display in the *Active Students Requiring Registration Update* alert list.

To complete the initial registration or update a student’s record, perform the following:

1. On the *Listing of Schools* screen, click the **Student Lists** link to the right of the name of the campus where the student has enrolled. The system displays the *Student Lists* screen for this campus, as shown in Exhibit 2–19, Student Lists Screen.

Exhibit 2–19: Student Lists Screen





2. Click the **Initial Status Students** link to view the list of all students whose Form I-20 status is currently Initial. Or click on the **Alerts** link to the right of your school and then click the

Active Students Requiring Registration link to view the list of all Active students requiring registration.

3. Click the name of the student whose record you wish to update. The *Student Information* screen for the selected student displays.
4. Click the **Registration** link on the **Actions** menu. Exhibit 2–20, Registration, is an example of the screen that displays.

Exhibit 2–20: Registration

	U.S. Immigration and Customs Enforcement		Student & Exchange Visitor Information System	SEVIS
Main Help Tutorial Logout				
Montgomery Institute				
Registration				
Required fields are marked with an asterisk (*)				
SEVIS ID: N0000002763				
Family name: Galley				
First name: Teresa				
Country of birth: FRANCE				
Date of birth: 12/08/1970				
Country of citizenship: FRANCE				
Gender: FEMALE				
School name: Montgomery Institute				
Program start date: 06/18/2004				
Program end date: 07/01/2008				
Visa type: F-1				
Status: INITIAL				
1. * Current Session End Date: <input type="text"/> (MM/DD/YYYY)				
2. * Next Session Start Date: <input type="text"/> (MM/DD/YYYY)				
3. U.S. Address:				
Commuter student <input type="checkbox"/> If checked, U.S. address is not required.				
* Address 1: <input type="text"/> 1684 Liberty Drive				
Address 2: <input type="text"/>				
* City: <input type="text"/> Washington				
* State: <input type="text"/> DISTRICT OF COLUMBIA				
* Zip Code: <input type="text"/> 20001 - <input type="text"/>				
4. Foreign Address:				
* Address 1: <input type="text"/> 1681 Rue Street				
Address 2: <input type="text"/>				
City: <input type="text"/>				
Province/Territory: <input type="text"/>				
* Country: <input type="text"/> FRANCE				
Postal code: <input type="text"/>				
5. Passport Number: <input type="text"/>				
6. Passport Issuing Country: <input type="text"/>				
7. Passport Expiration Date: <input type="text"/> (MM/DD/YYYY)				
8. Visa Number: <input type="text"/>				
9. Post/Country of Visa Issuance: <input type="text"/>				
10. Visa Expiration Date: <input type="text"/> (MM/DD/YYYY)				
11. Admission number: <input type="text"/>				
12. Port of Entry: <input type="text"/>				
13. Date of Entry: <input type="text"/> (MM/DD/YYYY)				
14. Remarks: <input type="text"/>				
<input type="button" value="Update Information"/> <input type="button" value="Reset Values"/> <input type="button" value="Cancel"/>				
06/18/2004 (Friday)				

5. Complete the *Registration* screen. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the sections/fields that must be completed. To complete this screen, enter the following data:

Note: Fields for which data have already been received via other computer systems are read-only and may not be edited.

Section/Field	Description/Explanation
* 1. Current Session End Date	Enter the date on which the student's current academic session ends in MM/DD/YYYY format.
* 2. Next Session Start Date	Enter the date on which the student's next academic session begins in MM/DD/YYYY format.
* 3. U.S. Address	Enter the student's U.S. address. Note: If the student is a commuter student whose country of citizenship is Mexico or Canada, click in the Commuter Student check box. The U.S. address is not required for these students. However, if the student has a U.S. address, it should be entered.
* 4. Foreign Address	Enter the student's foreign address. All non-immigrant students must have a foreign address, even if they are currently in the United States.
5. Passport Number	Enter the student's passport number.
6. Passport Issuing Country	From the drop-down list, select the name of the country that issued the student the passport.
7. Passport Expiration Date	Enter the expiration date for the student's passport in MM/DD/YYYY format.
8. Visa Number	Enter the student's visa number.
9. Post/Country of Visa Issuance	From the drop-down list, select the name of the city and country in which a Department of State office issued the student's visa.
10. Visa Expiration Date	Enter the expiration date of the student's visa in MM/DD/YYYY format.
11. Admission Number	Enter the DHS-assigned number given to the student when he or she entered the United States and was admitted upon review by a DHS inspections officer. The admission number can be located on the student's I-94 entry document. This field has an 11-character limit. Completion of this field is optional. Note: Only students who have already been admitted to the United States will have an admission number.

Section/Field	Description/Explanation
12. Port of Entry	From the drop-down list, select the name of the town or city through which a non-immigrant entered the United States.
13. Date of Entry	Enter the date on which a non-immigrant student or dependent entered the United States in MM/DD/YYYY format.
14. Remarks	Enter any applicable remarks regarding the student. This field has a 1,000-character limit. Note: Comments entered in any Remarks field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

6. Review the information and click one of the following buttons:

Update Information	Click this button to confirm the student's registration.
Reset Values	Click this button to return all new entries on the page to their previous values.
Cancel	Click this button to cancel the registration process and return to the <i>Student Information</i> screen.

7. If you click the **Update Information** button, a message displays indicating that the update was successful.
8. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.
9. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.2.11 REQUEST REINSTATEMENT

The PDSO or DSO can request reinstatement for a student whose current status is Completed or Terminated and who is not in Transferred status. After completing the reinstatement screens and printing the updated Form I-20, send it and other appropriate Forms to the DHS District Office. The *Confirmation* screen provides a link to the District Offices web page to assist you in determining your District Office. The District Officer (DO) adjudicates the reinstatement request through SEVIS. The PDSO and the DSO who submitted the reinstatement request are notified of the DO's decision via email. The student is notified by mail.

Note: If the student is being reinstated into a program that has future start dates, the student record is placed in Initial status upon DO approval of the reinstatement, and a PDSO or DSO must register the student at a later date. If the student is being reinstated into a program as a continuing student (meaning that the student's program start date is in the past) the student

record is placed into Active status upon DO approval of the reinstatement. You must then update the student's session registration dates within 30 days.

Perform the following steps to request reinstatement for a student:

1. On the *Student Information* screen, click the **Reinstate Student** link. The *Student Reinstatement (Page 1)* screen displays with the student's current information already filled in. Exhibit 2-21, Student Reinstatement (Page 1) Screen, depicts a sample of this screen.

Exhibit 2–21: Student Reinstatement (Page 1) Screen

U.S. Immigration
and Customs
Enforcement

ICE

Student & Exchange Visitor
Information System

SEVIS

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)

06/18/2004

Student Reinstatement

School: Montgomery Institute

SEVIS ID: N0000002763

Required fields are marked with an asterisk (*)

* Visa type: F-1

1. * Family Name: Galley

2. First Name: Teresa

3. Middle Name:

4. Suffix:

5. * Date of Birth: 12/08/1970 (MM/DD/YYYY)

6. * Gender: FEMALE

7. * Country of Birth: FRANCE

8. * Country of Citizenship: FRANCE

9. Driver's license number:

10. Driver's license issue state:

11. Social Security Number:

12. Individual Taxpayer ID Number:

13. * Foreign address:

Commuter student ☐ If checked, U.S. address is not required.

Address 1: 1681 Rue Street

Address 2:

City:

Province/Territory:

Postal code:

Country: FRANCE

14. U.S. address:

* Address 1: 1684 Liberty Drive

Address 2:

* City: Washington

* State: DISTRICT OF COLUMBIA

* Zip Code: 20001 -

15. * Education Level: BACHELOR'S

If Other, enter here:

16. * Primary major: Addiction Prevention and Treatment Select

17. Secondary major: Select Clear

18. Minor: Select Clear

19. * Normal length of study: 48 (Months)

20. * Program start date: 06/18/2004 (MM/DD/YYYY)

21. * Program end date: 07/01/2008 (MM/DD/YYYY)

22. * English proficiency:

Is English proficiency required by the school? yes

If Yes, does the student have the required English proficiency? yes

If No, explain why the school does not require English proficiency.

Reset Values Next Cancel

06/18/2004 (Friday)

2. Complete Page 1 of the *Student Reinstatement* request. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* Visa Type	The only valid visa types for SEVIS students are F-1 for academic students and M-1 for vocational. (Dependent spouses and children of F-1 and M-1 students are F-2 and M-2 dependents respectively, and are added to a student's record later in the Form I-20 creation process.) Note: This field is pre-populated by SEVIS.
* 1. Family Name	Enter the surname or last name of the student. This field has a 40-character limit. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
2. First Name	Enter the first name of the student. This field has a 40-character limit. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
3. Middle Name	Enter the middle name of the student. This field has a 40-character limit. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
4. Suffix	If applicable, select a title from the drop-down list, such as Junior, that may display at the end of a person's name. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
* 5. Date of Birth	Enter the student's date of birth in MM/DD/YYYY format. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
* 6. Gender	Select the student's gender from the drop-down list. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.

Section/Field	Description/Explanation
* 7. Country of Birth	Select the name of the country in which the student was born from the drop-down list. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
* 8. Country of Citizenship	Select the name of the country in which the student maintains citizenship from the drop-down list. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
9. Driver's License Number	For students already in the United States, enter the student's driver's license number assigned by the state that issued the license. This field has a 30-character limit. Completion of this field is optional. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
10. Driver's License Issue state	Select from the drop-down list the state that issued the driver's license to the student, if applicable. Completion of this field is optional. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
11. Social Security Number	Enter the student's Social Security number. This field has a nine-character limit. Completion of this field is optional. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
12. Individual Taxpayer ID Number	Enter the taxpayer ID for students who are employed or have such an ID. This field has a nine-character limit. Completion of this field is optional. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.

Section/Field	Description/Explanation
<p>* 13. Foreign Address</p>	<p>Note: If the student is a commuter student whose country of citizenship is Mexico or Canada, click in the Commuter Student check box. The U.S. address is not required for these students. However, if the student has a U.S. address, it should be entered below, in section 14, U.S. Address.</p> <p>Enter the student's foreign address. All non-immigrant students should have a foreign address, even if they are currently in the United States.</p> <p>Note: This field is pre-populated by SEVIS. This field can be edited if necessary.</p>
<p>14. U.S. Address</p>	<p>Enter the student's U.S. address.</p> <p>Note: This field is pre-populated by SEVIS. This field can be edited if necessary.</p>
<p>* 15. Education Level</p>	<p>Select the level of education pursued by the student from the drop-down list.</p> <p>Note: Once the Form I-20 has been submitted, this field may not be updated for M students.</p> <p>Note: This field is pre-populated by SEVIS. This field can be edited for F-1 students if necessary.</p>
<p>* 16. Primary Major</p>	<p>Select the student's primary field of study, or the option on the list provided that most closely matches the field of study. SEVIS uses a two-step process to give you access to all possible fields of study:</p> <ol style="list-style-type: none"> 1. Click the Select button in the Primary Major, Secondary Major, or Minor row of the Form (Fields 16, 17, and 18) to display the <i>Course Selection</i> screen. On that screen, open the <i>Category</i> selection list by clicking the down arrow at the right end of the selection box. Make a selection. 2. Click the Search button to view the list of subjects for the category selected. Find the subject that most closely matches the student's field of study and click on its code at the left end of the row. The system automatically returns to Page 1 of the Student Reinstatement request and your final selection displays on the screen. 3. If you make an error at any point, repeat Steps 1 and 2.

Section/Field	Description/Explanation
	Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
17. Secondary Major	Some students have a secondary major, usually in a related field. Use this field to select the student's second major. To complete this field, follow the instructions given for the Primary Major field (16). Click the Clear button to remove the selected secondary major. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
18. Minor	This field is used to select the student's minor field of study, if applicable. To complete this field, follow the instructions given for the Primary Major field (16). Click the Clear button to remove the selected minor. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
* 19. Normal Length of Study	Enter the period of time, expressed in months, that a person would normally take to complete the program in which the student is enrolling. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
* 20. Program Start Date	Enter the date on which the student is expected to begin his or her program. Note: Once the Form I-20 has been submitted to SEVIS, this field cannot be updated at any time, unless a PDSO or DSO defers the attendance of an Initial status student that has not yet entered the United States. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
* 21. Program End Date	Enter the date of completion of the actual academic or vocational program. (SEVIS will calculate the post-completion grace periods and any post-completion OPT separately.) Note: This field is pre-populated by SEVIS. This field can be edited if necessary.

Section/Field	Description/Explanation
* 22. English Proficiency	<p>Select “yes” or “no” to indicate whether your school requires English proficiency.</p> <ul style="list-style-type: none">• If “yes,” you must select “yes” or “no” to indicate whether the student is or is not proficient in the English language.• If “no,” enter an explanation in the field provided (1,000 character limit) as to why the school does not require English proficiency. <p>Note: This field is pre-populated by SEVIS. This field can be edited if necessary.</p>

4. After you have completed the screen, click one of the following buttons:

Reset Values	Click this button to return all new entries on the page to their previous values.
Next	Click this button to advance to the next screen in order to continue in the process of completing the reinstatement request.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.

5. Complete Page 2 of the *Student Reinstatement* screen. Exhibit 2–22, Student Reinstatement (Page 2) Screen, depicts a sample of this screen.

Exhibit 2–22: Student Reinstatement (Page 2) Screen

Galley, Teresa
School: Montgomery Institute
SEVIS ID: N0000002763

Required fields are marked with an asterisk(*)

23.* Number of months in academic term: 09

24. Expenses:

*Tuition and Fees: \$ 5000

*Living Expenses: \$ 1000

Expenses for dependents: \$

Other costs: \$

Specify other costs:

Total expenses: \$ 6000.00

25. Funding:

*Student's personal funds: \$ 10000

Funds from this school: \$

School fund type:

Funds from other sources: \$

Other source type:

On-Campus employment: \$

Total funding: \$ 10000.00

Prev Reset Values Request Reinstatement Cancel

06/18/2004 (Friday)

6. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* 23. Number of Months in Academic Term	Select the length of the student's academic term, up to 12 months, from the drop-down list. This information is the basis for determining the student's expenses and funds for a term. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
24. Expenses	Enter the student's expenses for one academic term. Note: You must round up to the nearest dollar. The system does not accept the decimal point.

Section/Field	Description/Explanation
* Tuition and Fees	Enter the estimated average cost for tuition for the academic term. This field has a 10-character limit. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
* Living Expenses	Enter the student's estimated total living expenses for one academic term. This field has a 10-character limit. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
Expenses for Dependents	Enter the student's expenses for his or her dependents, if any, during one academic term. This field has a 10-character limit. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
Other Costs	Enter an estimate of the student's miscellaneous expenses, if any, during one academic term. This field has a 10-character limit. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
Specify Other Costs	If a figure is given for Other Costs , an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
25. Funding	Enter the student's funding for one academic term. Note: The total amount in Section 25 must be equal to or greater than the total amount in Section 24. Note: You must round up to the nearest dollar. The system does not accept the decimal point.
* Student's Personal Funds	Enter the personal funds available to the student in one academic term to defray his or her educational expenses. This field has a 10-character limit. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.

Section/Field	Description/Explanation
Funds From This School	<p>Enter the amount of funding, if any, that the school will provide to the student in one academic term to help defray educational expenses. This field has a 10-character limit.</p> <p>Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.</p>
School Fund Type	<p>If a number is entered in the Funds From This School field, an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form.</p> <p>Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.</p>
Funds From Other Sources	<p>Enter the amount of funding, if any, that is available to the student during one academic term from sources not otherwise specified. This field has a 10-character limit.</p> <p>Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.</p>
Other Source Type	<p>If a figure is entered in the Funds From Other Sources field, an explanation must be provided. This field has a 1,000-character limit.</p> <p>Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.</p>
On-Campus Employment	<p>Enter the amount of funding, if any, the F-1 student will receive from on-campus employment. This field has a 10-character limit.</p> <p>Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.</p>

Section/Field	Description/Explanation
26. Remarks	<p>Enter any applicable remarks regarding the student. This field has a 1,000-character limit.</p> <p>Note: Comments entered in any Remarks field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.</p> <p>Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.</p>

7. After reviewing the information, click one of the following buttons:

Prev (Previous)	Click this button to return to the previous page of the Form I-20. WARNING: Be sure to save the data entered on this page before selecting the Prev button. If you do not save first, the new data that you entered on this page will be lost.
Reset Values	Click this button to return all new entries on the page to their previous values.
Request Reinstatement	Click this button to complete the process and request reinstatement for the student.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.

8. If you click the **Request Reinstatement** button, a message displays indicating that the update was successful. There is a link on this page to the District Offices web page to assist you in determining your District Office.
9. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.
10. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.2.12 RESUME FULL COURSE

Once a student has been authorized to drop below a full course of study, a PDSO or DSO can indicate that the student has resumed his or her normal course load by performing the following steps:

1. On the *Listing of Schools* screen, click the **Student Lists** link from the **Commands** column. A list of links based on student status displays.
2. Click the **Active Students Authorized to Drop Below Full Course** link. The *List of Students Authorized to Drop Below Full Course* screen displays.

3. Click the **Resume Full Course** link from the **Commands** column for the appropriate student. The *Resume Full Course Load* screen displays with the student's basic personal and program information.
4. Enter any optional comments in the **Remarks** field. This field has a 1,000-character limit.
Note: Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.
5. After reviewing the information, click one of the following buttons:

Resume Course Load	Click this button to complete the process and allow the student to resume a full course load.
Reset Values	Click this button to return all new entries on the page to their previous values.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.
Print I-20	Click this button to print a copy of the Form I-20.

6. If you click the **Resume Course Load** button, a message displays indicating that the update was successful.
7. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.
8. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.2.13 SHORTEN PROGRAM

The Shorten Program option is available when students are currently in Active status. The PDSO or DSO can update a student's program end date to reflect an early program end date.

Note: For M-1 students, if you shorten the student's program by mistake, you are required to request an extension to correct the error. The extension request requires adjudication by DHS.

To shorten a student's program, perform the following steps:

1. From the *Student Information* screen, click the **Shorten Program** link. The *Shorten Program* screen displays with the student's basic personal and program information.
2. Enter the new program end date in MM/DD/YYYY format.
3. Enter any optional comments in the **Remarks** field. This field has a 1,000 character limit.

Note: Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in Field 9 of the printed Form I-20.

After reviewing the information, click one of the following buttons:

Shorten Program	Click this button to complete the process and shorten the student's program.
------------------------	--

Reset Values	Click this button to return all new entries on the page to their previous values.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.

4. If you click the **Shorten Program** button, a message displays indicating that the update was successful.
5. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.
6. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.2.14 TERMINATE STUDENT

The Terminate Student option is available when students are currently in Active or Initial status. For Active status students, the PDSO or DSO must terminate the student when the school official knows that the student has violated the terms of his or her status, or when the student terminates his or her program prior to completion under some other authorized circumstances.

For Initial status students, a school official is required to terminate the student if the official knows that the student has entered the United States to attend this school and the student failed to register within 30 days of the school's registration deadline. This is done by terminating the Initial status record for a reason of "No Show."

The system will automatically terminate an Initial status student with a termination reason of "No Show" under the following conditions:

- If the student's change of visa status is either pending or approved. For example, if the student is requesting to change from a B-1 visa status (worker) to an F-1 visa status (student).

and

It is 60 days past the student's program start date.

- SEVIS knows the student has entered the country and has not registered at a school 60 days past the program start date.
- M-1 transfer is denied by the Service Center.

Note: You cannot terminate the Initial record of a student who is requesting a change of education level if the previous record is still Active. You must cancel the change of education level request through the Active record.

Perform the following steps to terminate a student:

1. From the *Student Information* screen, click the **Terminate Student** link. The *Terminate Student* screen displays with the student's basic personal and program information.
2. Select one of the following termination reasons from the drop-down list:
 - Absent from Country for 5 Months
 - Authorized Early Withdrawal
 - Change of Non-Immigrant Classification
 - Change of Non-Immigrant Classification Denied
 - Change of Status Approved
 - Change of Status Denied
 - Change of Status Withdrawn
 - Costs Exceed Resources
 - Death
 - Denied Transfer (M-1 only)
 - Expulsion
 - Extension Denied (M-1 only)
 - Failure to Enroll
 - No Show – Manual Termination
 - Otherwise Failing to Maintain Status (enter an explanation in the text box provided)
 - Suspension
 - Transfer Student No Show
 - Unauthorized Drop Below Full Course of Study
 - Unauthorized Drop Below Full Course Time Exceeded
 - Unauthorized Employment
 - Unauthorized Withdrawal
3. If you selected **Otherwise Failing to Maintain Status**, enter an explanation in the text box provided.
4. Enter any optional comments in the **Remarks** field. This field has a 1,000-character limit.
Note: Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.
5. Click one of the following buttons:

Terminate Student	Click this button to complete the process and terminate the student.
Reset Values	Click this button to return all new entries on the page to their previous values.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.

6. If you click the **Terminate Student** button, a message displays requesting that you confirm the termination. Click **Yes** to proceed with the student's termination. Click **No** to cancel the action and return to the *Student Information* screen.
7. If you click **Yes**, a message displays indicating that the update was successful.
8. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.2.15 TRANSFER OUT

The Transfer Out option is available to the PDSO and DSO while the student is in Active status and does not currently have a transfer pending. A student with a Pending Reinstatement status cannot be transferred. However, a student that is in Terminated or Completed status and wishes to apply for reinstatement to attend another school may be transferred out.

You must identify a date (release date) on which the student record will transfer to the other school, and the name of the school. In the case of an F-1 student, the transfer-in school cannot complete the Form I-20 until after the student's release date. Therefore, it is important that the release date accurately reflect the date that the student completes work at the transfer-out school, giving the transfer-in school sufficient time to create the new Form I-20 and transfer the student in for the start of the new program.

The following guidelines also apply to the Transfer Out process:

- The name of the transfer to school must be selected. This is detailed in the steps below.
- The transfer Form I-20 for an F-1 student cannot be created at the transfer-in school until the Transfer Release Date entered on the *Transfer Out* screen has been reached.
- All pending employment requests are cancelled. All approved employment requests are ended when a student registers after a transfer.
- For M-1 transfers, once the school official at the transfer-out school updates the student's record to indicate that a transfer will take place, a PDSO or DSO at the transfer-to school will see the student's name on the *Students in Transfer Status* list. From this list, the PDSO or DSO can select the student and create the initial Form I-20 for the M-1 student to attend the new school.
- The M-1 transfer Form I-20 can be created and printed before the Transfer Release Date to allow the M-1 to file an application for transfer with the Service Center.
- When cancelling a request for an M-1 transfer, the request should not be cancelled if supporting documentation has already been sent to the Service Center.

Note: If supporting documentation has already been sent, do not complete the cancel function. You must contact the Service Center directly to have the application withdrawn.

Once a request for an M-1 transfer has been cancelled and SEVIS receives the adjudication result from the Service Center, SEVIS updates the student's record to indicate the adjudication result.

Note: If you have questions about when to set the student's release date, or concerns about when you can access a record from another school (either transfer in or transfer out), contact the PDSO at the other school. You may discuss the timing of the student's transfer to ensure that the release date accommodates the transfer out program end date and the transfer in program start date.

Perform the following steps to transfer a student out of your school:

1. From the *Student Information* screen, click the **Transfer Out** link. The *Transfer Out* screen displays with the student's basic personal and program information. Exhibit 2–23, Initial Transfer Out Screen, depicts a sample of this screen.

Exhibit 2–23: Initial Transfer Out Screen

The screenshot shows the SEVIS (Student & Exchange Visitor Information System) interface. At the top, there is a header with the U.S. Immigration and Customs Enforcement logo, the ICE logo, and the text "Student & Exchange Visitor Information System" and "SEVIS". Below the header is a navigation bar with links: "Main | Help | Tutorial | Logout". The main content area is titled "Woodward College" and "Transfer Out". A section titled "Required fields are marked with an asterisk (*)" contains the following information:

SEVIS ID:	N0000001305
Family name:	Danub
First name:	Mary
Country of birth:	KAZAKHSTAN
Date of birth:	02/15/1985
Country of citizenship:	KAZAKHSTAN
Gender:	FEMALE
School name:	Woodward College
Program start date:	06/04/2004
Program end date:	06/13/2004
Visa type:	F-1
Status:	ACTIVE

Below this table, there are three numbered sections:

1. * Transfer Release Date: 06/04/2004 (MM/DD/YYYY)
2. * Transfer To School: Select
School/Campus name:
School code:
3. Remarks:

At the bottom, there are three buttons: "Transfer Student", "Reset Values", and "Cancel". The date "06/18/2004 (Friday)" is displayed at the very bottom.

2. To complete the *Transfer Out* screen, begin by entering the date on which the student's transfer will take effect in the **Transfer Release Date** field.
3. To choose the Transfer To School, click the **Select** button. The *School/Campus Search* screen displays, as depicted in Exhibit 2–24, School/Campus Search Screen.

Exhibit 2–24: School/Campus Search Screen

School/Campus Search

School Name:

(allows wildcard * as input, e.g. *Was*)

4. Enter the name of the transfer to school in the **School Name** field and click the **Search** button. This will return a listing of all schools that match your search criteria, as depicted in Exhibit 2–25, School/Campus Search Results Screen.

Note: If you are not sure of the exact name of the school, you may perform a preceding or trailing wildcard search in the **School Name** field. Type at least three letters of the school name, preceded or followed by the * (asterisk) wildcard. For example, “*mai*” might return results that include “Maine University,” “Portland Maine School of Technology,” “State of Maine College,” etc.

Exhibit 2–25: School/Campus Search Results Screen

School/Campus Search

School Name:

(allows wildcard * as input, e.g. *Was*)

School Code	School Name	Campus Name
WAS214F54684000	Whitmore College	Whitmore College

1 Recs

5. Click on the appropriate school code link. You will be returned to the *Transfer Out* screen and the **School/Campus Name** and **School Code** fields will be populated as depicted in Exhibit 2–26, Completed Transfer Out Screen.

Exhibit 2–26: Completed Transfer Out Screen

Woodward College

Transfer Out

Required fields are marked with an asterisk (*)

SEVIS ID: **N0000001305**

Family name: **Danub**

First name: **Mary**

Country of birth: **KAZAKHSTAN**

Date of birth: **02/15/1985**

Country of citizenship: **KAZAKHSTAN**

Gender: **FEMALE**

School name: **Woodward College**

Program start date: **06/04/2004**

Program end date: **06/13/2004**

Visa type: **F-1**

Status: **ACTIVE**

1. * Transfer Release Date: (MM/DD/YYYY)

2. * Transfer To School:

School/Campus name: Whitmore College Whitmore College

School code: WAS214F54684000

3. Remarks:

06/18/2004 (Friday)

6. If you realize that you have selected the incorrect school, click the **Select** button again and repeat Steps 4 and 5.

7. Enter any optional comments in the **Remarks** field.

Note: Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

8. Click one of the following buttons:

Transfer Student	Click this button to complete the process of transferring the student out of your school.
Reset Values	Click this button to return all new entries on the page to their previous values.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.

9. If you click the **Transfer Student** button, a message displays indicating that the update was successful.
10. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.2.16 CHANGE EDUCATION LEVEL

The **Change Education Level** link allows you to create a new Form I-20 for a student who is changing education level; for example, from Bachelors to Masters.

Note: Changing a student's education level creates a new Initial record (this is in addition to the student's current Active record). Both records will have the same SEVIS ID.

Note: You cannot cancel the Initial record of a student who is requesting a change of education level. You must cancel the change of education level request through the Active record.

WARNING: You must continue to update the Active record, as necessary, until the student has completed his or her current education level. When the student has enrolled at the new education level, you must register the student using the Initial record. Once the student is registered for the new education level, you will no longer be able to update the record for the previous education level.

Perform the following steps to change a student's education level:

1. From the *Student Information* screen, click the **Change Education Level** link. The *Create I-20 for Change Education Level* screen displays summary data for the student.
2. Below is a list of the fields/sections and a brief description of, or explanation for, each field/section. An * (asterisk) precedes the fields/sections that must be completed.

Field/Section	Description/Explanation
1. * Education Level	Select the new level of education pursued by the student from the drop-down list.
2. * Primary Major	Select the student's primary field of study, or the option on the list provided that most closely matches the field of study. SEVIS uses a two-step process to give you access to all possible fields of study: <ol style="list-style-type: none">1. Click the Select button in the Primary Major, Secondary Major, or Minor row of the form (Fields 2, 3, and 4) to display the <i>Primary Major Selection</i> screen. On that screen, click the down arrow at the right end of the <i>Category</i> selection list and make a selection.2. Click the Search button to view the list of subjects for the category selected. Find the subject that most closely matches the student's field of study and click its code at the left end of the row. The system automatically returns to the <i>Create I-20 for Change Education Level</i> screen and your final selection displays on the screen.

Field/Section	Description/Explanation
	3. If you make an error at any point, repeat Steps 1 and 2.
3. Secondary Major	Some students have a secondary major, usually in a related field. Use this field to select the student's second major. To complete this field, follow the instructions given for the Primary Major field (2). Click the Clear button to remove the selected Secondary Major, if desired.
4. Minor	This field is used to select the student's minor field of study, if applicable. To complete this field, follow the instructions given for the Primary Major field (2). Click the Clear button to remove the selected Minor, if desired.
5. * Normal Length of Study	Enter the period of time, expressed in months, that a person would normally take to complete the program in which the student is enrolling.
6. * New Program Start Date	Enter the date on which the student is expected to begin his or her new education level. Note: Once the Form I-20 has been submitted to SEVIS, this field cannot be updated at any time.
7. * New Program End Date	Enter the expected date of completion of the actual academic program. (SEVIS will calculate the post-completion grace periods and any post-completion OPT separately.)
8. * English Proficiency	Select " yes " or " no " to indicate whether your school requires English proficiency. <ul style="list-style-type: none"> • If "yes," you must select "yes" or "no" to indicate whether the student is or is not proficient in the English language. • If "no," enter an explanation in the field provided (1,000 character limit) as to why the school does not require English proficiency.
9. * Number of Months in Academic Term	Select the length of the student's academic term, up to 12 months, from the drop-down list. This information is the basis for determining the student's expenses and funds for a term.
10. Expenses	Enter the student's expenses for one academic term. Note: You must round up to the nearest dollar in the following fields. The system does not accept the decimal point.
* Tuition and Fees	Enter the estimated average cost for tuition for the academic term. This field has a 10-character limit.
* Living Expenses	Enter the student's estimated total living expenses for one academic term. This field has a 10-character limit.
Expenses for Dependents	Enter the student's expenses for his or her dependents, if any, during one academic term. This field has a 10-character limit.

Field/Section	Description/Explanation
Other Costs	Enter an estimate of the student's miscellaneous expenses, if any, during one academic term. This field has a 10-character limit.
Specify Other Costs	If a figure is given for Other Costs , an explanation must be provided. This field has a 1,000-character limit.
11. Funding	Enter the student's funding for one academic term. Note: The total amount in Section 11 must be equal to or greater than the total amount in Section 10. Note: You must round up to the nearest dollar in the following fields. The system does not accept the decimal point.
* Student's Personal Funds	Enter the personal funds available to the student in one academic term to defray his or her educational expenses. This field has a 10-character limit.
Funds From This School	Enter the amount of funding, if any, that the school will provide to the student in one academic term to help defray educational expenses. This field has a 10-character limit.
School Fund Type	If a number is entered in the Funds From This School field, an explanation must be provided. This field has a 1,000-character limit.
Funds From Other Sources	Enter the amount of funding, if any, that is available to the student during one academic term from sources not otherwise specified. This field has a 10-character limit.
Other Source Type	If a figure is entered in the Funds From Other Sources field, an explanation must be provided. This field has a 1,000-character limit.
On-Campus Employment	Enter the amount of funding, if any, the F-1 student will receive from on-campus employment. This field has a 10-character limit.
12. Remarks	Enter any applicable remarks regarding the student. This field has a 1,000-character limit. Note: Comments entered in any Remarks field throughout the Form I-20 will replace existing remarks and print in field 9 of the Form I-20.

The following buttons are at the bottom of the screen:

- **Reset Values**—Click this button to return all new entries on the page to their previous values.
- **Submit**—Creates a Form I-20 for the new education level. The student will now have two records: one Initial and one Active.
- **Cancel**—Cancels the action and returns to the *Student Information* screen.

2.4.5.2.17 CANCEL EXTEND PROGRAM FOR AN M-1 STUDENT

SEVIS allows you to view and cancel, but not update, requests for M-1 extensions that have not been adjudicated. Once a request for an M-1 extension has been cancelled and SEVIS receives the adjudication result from the Service Center, SEVIS updates the student's record to indicate the adjudication result. Therefore, when cancelling a request for an M-1 extension, the request should not be cancelled if supporting documentation has already been sent to the Service Center.

Note: If supporting documentation has already been sent, do not complete the cancel function. You must contact the Service Center directly to have the application withdrawn.

Perform the following steps to cancel a program extension request for an M-1 student:

1. From the *Student Information* screen, click the **Cancel Extend Program** link. The *Cancel Extend Program Request* screen displays.
2. Click the **Cancel Request** button. A confirmation screen displays.
3. Click the **Yes** or **No** button.
 - Click the **Yes** button if you wish to cancel the program extension request. A message displays that the update was successful. Click the **Return to View Record** button to return to the *Student Information* screen. Note that the student's Extension status in the Student Requests section is now Cancelled.
 - Click the **No** button to return to the *Student Information* screen without cancelling the program extension request.

2.4.5.3 Edits Menu

2.4.5.3.1 DEPENDENTS

You have the option to add a new dependent, edit an existing dependent record, or terminate/reactivate dependents. If a student record is terminated or completed, the associated dependent record(s) are automatically terminated. However, when a dependent terminates his or her status independent of the student, the dependent record itself can be terminated.

2.4.5.3.1.1 Add Dependent

Perform the following steps to add a dependent to an existing student record:

1. Click the **Dependents** link on the *Student Information* screen to display the *Dependents* screen (Exhibit 2–11).
2. Click the **Add Dependent** link to display the *Add Dependent* screen (Exhibit 2–12), with relevant data on the principal and fields in which to enter data for a new dependent.

3. Complete the *Add Dependent* screen. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the sections/fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* 1. Family Name	Enter the surname or last name of the dependent. This field has a 40-character limit.
2. First Name	Enter the first name of the dependent. This field has a 40-character limit.
3. Middle Name	Enter the middle name of the dependent. This field has a 40-character limit.
4. Suffix	If appropriate, select a title from the drop-down list, such as Junior, that may display at the end of a person's name.
* 5. Date of Birth	Enter the dependent's date of birth in MM/DD/YYYY format.
* 6. Country of Birth	Select the name of the country in which the dependent was born from the drop-down list.
7. Country of Citizenship	Select the name of the country in which the dependent maintains citizenship from the drop-down list.
* 8. Gender	Select the dependent's gender from the drop-down list.
* 9. Relationship	From the drop-down list, select the relationship of the dependent non-immigrant to the principal non-immigrant. The only two valid relationships are "spouse" and "child." A dependent child must be younger than 21 years of age.
10. Remarks	If necessary, enter comments regarding the dependent. This field has a 1,000-character limit. This field is optional.
Note: All other fields on the dependent Form I-20 will reflect the student's information.	

4. Review the information and click one of the following buttons:

Add Dependent	Click this button to confirm the addition of this dependent.
Reset Values	Click this button to return all new entries on the page to their previous values.
Cancel	Click this button to return to the <i>Student Information</i> screen without adding a dependent.

5. If you click the **Add Dependent** button, a message displays indicating that the update was successful. The message also includes a reminder to update the *Financial Information* screen for the student's dependent expenses, if necessary.
6. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.
7. Click the **Return to Dependent Listing** button to return to the screen that lists all dependents for this student. The information for the newly added dependent displays on the screen.

2.4.5.3.1.2 Update Dependent

Perform the following steps to update the dependent's information for a student:

1. On the *Student Information* screen, click the **Dependents** link. The *Dependents* screen for a specific student displays.
2. Click the **Update** link in the **Commands** column to view the existing data and make changes to a dependent record.
3. Make the necessary changes and click one of the following buttons:

Update Dependent	Click this button to complete the process of updating the dependent's record.
Reset Values	Click this button to return all new entries on the page to their previous values.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.

4. If you click the **Update Dependent** button, a message displays indicating that the update was successful.
5. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.
6. Click the **Return to Dependent Listing** button to view the *Dependents* page.

2.4.5.3.1.3 Terminate Dependent

If a student record is terminated or completed, the associated dependent records are automatically terminated. However, if a dependent terminates his or her status independently of the principal, the dependent record itself can be terminated.

Perform the following steps to terminate a dependent:

1. From the *Student Information* screen, click the **Dependents** link. The *Dependents* screen displays.

2. Click the **Terminate** link in the **Commands** column for the appropriate dependent. The *Terminate Dependent* screen displays with relevant data for both the dependent and principal.
3. Select one of the following reasons from the **Termination Reason** drop-down list. If it is **Other**, an explanation must be entered.
 - Child over 21
 - Death
 - Divorce
 - Other
 - Principal Status Completed
 - Principal Status Terminated
 - Unauthorized Employment
4. If you selected **Other**, enter an explanation in the text box.
5. After you complete the screen, click one of the following buttons:

Terminate Dependent	Click this button to complete the process of terminating the dependent's record.
Reset Values	Click this button to return all new entries on the page to their previous values.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.

6. If you click the **Terminate Dependent** button, a message displays indicating that the update was successful.
7. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.3.1.4 Reactivate Dependent

This option can be used only for cases in which a dependent was terminated independently of the student and the dependent now wishes to apply for reentry into the United States. Perform the following steps to reactivate an independently terminated dependent:

1. From the *Student Information* screen, click the **Dependents** link. The *Dependents* screen displays.
2. Click the **Reactivate** link in **Commands** column for the appropriate dependent. The *Reactivate Dependent* screen displays with relevant data for both the dependent and principal.
3. Review the information and click one of the following buttons:

Reactivate Dependent	Click this button to complete the process of reactivating the dependent's record.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.



4. If you click the **Reactivate Dependent** button, a message displays indicating that the update was successful and reminding you to update the *Financial Information* screen for the student's dependent expenses, if necessary.
5. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.
6. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.3.2 FINANCIAL INFORMATION

The *Update Financial Info* screen is available to the PDSO and DSO while the student is in Initial or Active status. The student's financial information may be edited using this screen. Perform the following steps to update a student's financial information:

1. From the *Student Information* screen, click the **Financial Information** link. The *Update Financial Info* screen appears, as depicted in Exhibit 2–27, Update Financial Info Screen.

Exhibit 2-27: Update Financial Info Screen

	U.S. Immigration and Customs Enforcement		Student & Exchange Visitor Information System	SEVIS
Main Help Tutorial Logout				PD50
Woodward College				
Update Financial Info				
Required fields are marked with an asterisk (*)				
SEVIS ID: N0000002762				
Family name: Hedge				
First name: Randy				
Country of birth: MACAU				
Date of birth: 12/08/1972				
Country of citizenship: MACAU				
Gender: MALE				
School name: Woodward College				
Program start date: 06/18/2004				
Program end date: 06/18/2009				
Visa type: F-1				
Status: ACTIVE				
1. * Number of months in academic term: <input type="text" value="09"/>				
2. Expenses:				
*Tuition and Fees: \$ <input type="text" value="5000"/>				
*Living Expenses: \$ <input type="text" value="1000"/>				
Expenses for dependents: \$ <input type="text"/>				
Other costs: \$ <input type="text"/>				
Specify other costs: <input type="text"/>				
Total expenses: \$ 6000.00				
3. Funding:				
*Student's personal funds: \$ <input type="text" value="25000"/>				
Funds from this school: \$ <input type="text"/>				
School fund type: <input type="text"/>				
Funds from other sources: \$ <input type="text"/>				
Other source type: <input type="text"/>				
On-Campus employment: \$ <input type="text"/>				
Total funding: \$ 25000.00				
4. Remarks: <input type="text"/>				
<input type="button" value="Reset Values"/> <input type="button" value="Update Information"/> <input type="button" value="Cancel"/> <input type="button" value="Print Draft I-20"/>				
06/18/2004 (Friday)				

2. Complete the *Update Financial Info* screen. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* 1. Number of Months in Academic Term	Select the length of the student's academic term, up to 12 months, from the drop-down list. This information is the basis for determining the student's expenses and funds for a term. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
2. Expenses	Enter the student's expenses for one academic term. Note: You must round up to the nearest dollar. The system does not accept the decimal point.
* Tuition and Fees	Enter the estimated average cost for tuition for the academic term. This field has a 10-character limit. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
* Living Expenses	Enter the student's estimated total living expenses for one academic term. This field has a 10-character limit. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
Expenses for Dependents	Enter the student's expenses for his or her dependents, if any, during one academic term. This field has a 10-character limit. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
Other Costs	Enter an estimate of the student's miscellaneous expenses, if any, during one academic term. This field has a 10-character limit. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
Specify Other Costs	If a figure is given for Other Costs , an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.

Section/Field	Description/Explanation
3. Funding	Enter the student's funding for one academic term. Note: The total amount in Section 3 must be equal to or greater than the total amount in Section 2. Note: You must round up to the nearest dollar. The system does not accept the decimal point.
* Student's Personal Funds	Enter the personal funds available to the student in one academic term to defray his or her educational expenses. This field has a 10-character limit. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
Funds From This School	Enter the amount of funding, if any, that the school will provide to the student in one academic term to help defray educational expenses. This field has a 10-character limit. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
School Fund Type	If a number is entered in the Funds From This School field, an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
Funds From Other Sources	Enter the amount of funding, if any, that is available to the student during one academic term from sources not otherwise specified. This field has a 10-character limit. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
Other Source Type	If a figure is entered in the Funds From Other Sources field, an explanation must be provided. This field has a 1,000-character limit. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.

Section/Field	Description/Explanation
On-Campus Employment	Enter the amount of funding, if any, the F-1 student will receive from on-campus employment. This field has a 10-character limit. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
4. Remarks	Enter any applicable remarks regarding the student. This field has a 1,000-character limit. Note: Comments entered in any Remarks field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.

3. After reviewing the information, click one of the following buttons:

Reset Values	Click this button to return all new entries on the page to their previous values.
Update Information	Click this button to complete the process and update the student's financial information.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.
Print Draft I-20	Click this button to print a draft copy of the Form I-20. Printing a draft enables you to review a paper copy of all of the data saved thus far.

4. If you click the **Update Information** button, a message displays indicating that the update was successful.
5. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.
6. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.3.3 PERSONAL INFORMATION

The *Update Personal Information* screen is available to the PDSO and DSO to edit the student's personal information while the student is in Initial or Active status. Perform the following steps to update a student's personal information:

1. From the *Student Information* screen, click the **Personal Information** link. The *Update Personal Info* screen appears, as depicted in Exhibit 2–28, Update Personal Info Screen.

Exhibit 2–28: Update Personal Info Screen

**U.S. Immigration
and Customs
Enforcement**

ICE

Student & Exchange Visitor
Information System

SEVIS

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)PD50

Woodward College

Update Personal Info

Required fields are marked with an asterisk (*)

SEVIS ID:	N0000002762
1. *Family Name:	<input type="text" value="Hedge"/>
2. First Name:	<input type="text" value="Randy"/>
3. Middle Name:	<input type="text"/>
4. Suffix:	<input type="text" value=""/>
5. *Date of Birth:	<input type="text" value="12/08/1972"/> (MM/DD/YYYY)
6. *Country of Birth:	<input type="text" value="MACAU"/>
7. *Country of Citizenship:	<input type="text" value="MACAU"/>
8. *Foreign address:	
Address 1:	<input type="text" value="1864 Park Drive"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
Province/Territory:	<input type="text"/>
Postal code:	<input type="text"/>
Country:	<input type="text" value="MACAU"/>
9. U.S. address:	
Commuter student <input type="checkbox"/> If checked, U.S. address is not required.	
* Address 1:	<input type="text" value="4684 Lando Way"/>
Address 2:	<input type="text"/>
*City:	<input type="text" value="Washington"/>
*State:	<input type="text" value="DISTRICT OF COLUMBIA"/>
*Zip Code:	<input type="text" value="20001"/> - <input type="text" value=""/>
10. *Gender:	<input type="text" value="MALE"/>
11. Driver's license number:	<input type="text"/>
12. Driver's license issue state:	<input type="text"/>
13. Social Security Number:	<input type="text"/>
14. Individual Taxpayer ID Number:	<input type="text"/>
15. Admission number:	<input type="text"/>
16. Remarks:	<div style="border: 1px solid #ccc; height: 40px; position: relative;"><div style="position: absolute; top: -15px; right: 0;">▲</div><div style="position: absolute; bottom: -15px; right: 0;">▼</div></div>

Reset ValuesUpdate InformationCancelPrint Draft I-20

06/18/2004 (Friday)

2. Complete the *Update Personal Info* screen. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
SEVIS ID	The ID number assigned by SEVIS when the student's Form I-20 is submitted. Note: This field is not editable.
* 1. Family Name	Enter the surname or last name of the student. This field has a 40-character limit. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
2. First Name	Enter the first name of the student. This field has a 40-character limit. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
3. Middle Name	Enter the middle name of the student. This field has a 40-character limit. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
4. Suffix	From the drop-down list, select a title, such as Junior, that may display at the end of a person's name. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
* 5. Date of Birth	Enter the student's date of birth in MM/DD/YYYY format. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
* 6. Country of Birth	Select the name of the country in which the student was born from the drop-down list. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
* 7. Country of Citizenship	Select the name of the country in which the student maintains citizenship from the drop-down list. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.

Section/Field	Description/Explanation
* 8. Foreign Address	Enter the student's foreign address. All non-immigrant students should have a foreign address, even if they are currently in the United States. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
9. U.S. Address	Enter the student's U.S. address. Note: If the student is a commuter student whose country of citizenship is Mexico or Canada, click in the Commuter Student check box. The U.S. address is not required for these students. However, if the student has a U.S. address, it should be entered. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
* 10. Gender	Select the student's gender from the drop-down list. Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
11. Driver's License Number	For students already in the United States, enter the student's driver's license number assigned by the state that issued the license. This field has a 30-character limit. Completion of this field is optional. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
12. Driver's License Issue state	Select from the drop-down list the state that issued the driver's license to the student, if applicable. Completion of this field is optional. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
13. Social Security Number	Enter the student's Social Security number. This field has a nine-character limit. Completion of this field is optional. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.

Section/Field	Description/Explanation
14. Individual Taxpayer ID Number	Enter the taxpayer ID for students who are employed or have such an ID. This field has a nine-character limit. Completion of this field is optional. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
15. Admission Number	Enter the DHS-assigned number given to the student when he or she entered the United States and was admitted upon review by a DHS inspections officer. The admission number can be located on the student's I-94 entry document. This field has an 11-character limit. Completion of this field is optional. Note: Only students who have already been admitted to the United States will have an admission number. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
16. Remarks	Enter any applicable remarks regarding the student. This field has a 1,000-character limit. Note: Comments entered in any Remarks field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20. Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.

3. After reviewing the information, click one of the following buttons:

Reset Values	Click this button to return all new entries on the page to their previous values.
Update Information	Click this button to complete the process and update the student's personal information.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.
Print Draft I-20	Click this button to print a draft copy of the Form I-20. Printing a draft enables you to review a paper copy of all of the data saved thus far.

4. If you click the **Update Information** button, a message displays indicating that the update was successful.

5. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.
6. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.3.4 PROGRAM INFORMATION

The *Program Information* screen is available to the PDSO and DSO to edit the student's program information while the student is in Initial or Active status. The following guidelines apply to updating the student's program information:

- The following fields may be updated for F-1 students: **Educational Level, Primary Major, Secondary Major, Minor, Normal Length of Study, and English Proficiency.**
- The following fields may be updated for M-1 students: **Normal Length of Study and English Proficiency.**
- The program start date **cannot** be updated using this function. Use the **Defer Attendance** link on the *Student Information* screen.
- The program end date cannot be updated using this function. Use the **Extend** or **Shorten Program** link on the *Student Information* screen to change a student's program end date.
- M-1 students **cannot** change educational levels or their major area of study.

2.4.5.3.4.1 Update Program Information for an F-1 Student

Perform the following steps to update an F-1 student's program information:

1. From the *Student Information* screen, click the **Program Information** link. The *Update Program Info* screen appears, as depicted in Exhibit 2–29, Update Program Info Screen for an F-1 Student.

Exhibit 2–29: Update Program Info Screen for an F-1 Student

	U.S. Immigration and Customs Enforcement		Student & Exchange Visitor Information System	SEVIS
Main Help Tutorial Logout				PDSO
Woodward College				
Update Program Info				
Required fields are marked with an asterisk (*)				
SEVIS ID: N0000002762				
Family name: Hedge				
First name: Randy				
Country of birth: MACAU				
Date of birth: 12/08/1972				
Country of citizenship: MACAU				
Gender: MALE				
School name: Woodward College				
Program start date: 06/18/2004				
Program end date: 06/18/2009				
Visa type: F-1				
Status: ACTIVE				
<hr/>				
1. *Primary major: Aquatic Biology/Limnology (NEW) <input type="button" value="Select"/>				
2. Secondary major: <input type="button" value="Select"/> <input type="button" value="Clear"/>				
3. Minor: <input type="button" value="Select"/> <input type="button" value="Clear"/>				
4. *Normal length of study: <input type="text" value="48"/> (Months)				
5. *English proficiency:				
Is English proficiency required by the school? <input type="button" value="yes"/>				
If Yes, does the student have the required English proficiency? <input type="button" value="yes"/>				
If No, explain why the school does not require English proficiency.				
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
6. Remarks: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
<input type="button" value="Reset Values"/> <input type="button" value="Update Information"/> <input type="button" value="Cancel"/> <input type="button" value="Print Draft I-20"/>				
06/18/2004 (Friday)				

2. Complete the *Update Program Info* screen. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* 1. Education Level	<p>Select the level of education pursued by the student from the drop-down list.</p> <p>Note: If Other, an explanation must be entered in the text box.</p> <p>Note: This field is pre-populated by SEVIS. This field can be edited if necessary.</p>
* 2. Primary Major	<p>Select the student's primary field of study, or the option on the list provided that most closely matches the field of study. SEVIS uses a two-step process to give you access to all possible fields of study:</p> <ol style="list-style-type: none"> 1. Click the Select button in the Primary Major, Secondary Major, or Minor row of the Form (Fields 2, 3, and 4) to display the <i>Course Selection</i> screen. On that screen, open the <i>Category</i> selection list by clicking the down arrow at the right end of the selection box. Make a selection. 2. Click the Search button to view the list of subjects for the category selected. Find the subject that most closely matches the student's field of study and click on its code at the left end of the row. The system automatically returns to the <i>Update Program Info</i> screen and your final selection displays on the screen. 3. If you make an error at any point, repeat Steps 1 and 2. <p>Note: This field is pre-populated by SEVIS. This field can be edited if necessary.</p>
3. Secondary Major	<p>Some students have a secondary major, usually in a related field. Use this field to select the student's second major. To complete this field, follow the instructions given for the Primary Major field (2). Click the Clear button to remove the selected Secondary Major.</p> <p>Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.</p>

Section/Field	Description/Explanation
4. Minor	<p>This field is used to select the student's minor field of study, if applicable. To complete this field, follow the instructions given for the Primary Major field (2). Click the Clear button to remove the selected Minor.</p> <p>Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.</p>
* 5. Normal Length of Study	<p>Enter the period of time, expressed in months, that a person would normally take to complete the program in which the student is enrolling.</p> <p>Note: This field is pre-populated by SEVIS. This field can be edited if necessary.</p>
* 6. English Proficiency	<p>Select "yes" or "no" to indicate whether your school requires English proficiency.</p> <ul style="list-style-type: none"> • If "yes," you must select "yes" or "no" to indicate whether the student is or is not proficient in the English language. • If "no," enter an explanation in the field provided (1,000 character limit) as to why the school does not require English proficiency. <p>Note: This field is pre-populated by SEVIS. This field can be edited if necessary.</p>
7. Remarks	<p>Enter any applicable remarks regarding the student. This field has a 1,000-character limit.</p> <p>Note: Comments entered in any Remarks field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.</p> <p>Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.</p>

3. After reviewing the information, click one of the following buttons:

Reset Values	Click this button to return all new entries on the page to their previous values.
Update Information	Click this button to complete the process and update the student's program information.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.

Print Draft I-20

Click this button to print a draft copy of the Form I-20. Printing a draft enables you to review a paper copy of all of the data saved thus far.

4. If you click the **Update Information** button, a message displays indicating that the update was successful.
5. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.
6. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.3.4.2 Update Program Information for an M-1 Student

Perform the following steps to update an M-1 student's program information:

1. From the *Student Information* screen, click the **Program Information** link. The *Update Program Info* screen appears, as depicted in Exhibit 2–30, Update Program Info Screen for an M-1 Student.

Exhibit 2–30: Update Program Info Screen for an M-1 Student

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Main | Help | Tutorial | Logout

Corporate Training Institute

Update Program Info

Required fields are marked with an asterisk (*)

SEVIS ID: N0000002764
Family name: Johnson
First name: Clara
Country of birth: ANTARCTICA
Date of birth: 12/08/1972
Country of citizenship: ANTARCTICA
Gender: FEMALE
School name: Corporate Training Institute
Program start date: 06/18/2004
Program end date: 06/15/2005
Visa type: M-1
Status: ACTIVE

1. *Normal length of study: 12 (Months)

2. *English proficiency:
Is English proficiency required by the school? yes
If Yes, does the student have the required English proficiency? yes
If No, explain why the school does not require English proficiency.

3. Remarks:

Reset Values Update Information Cancel Print Draft I-20

06/18/2004 (Friday)

2. Complete the *Update Program Info* screen. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* 1. Normal Length of Study	Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
* 2. English Proficiency	<p>Select “yes” or “no” to indicate whether your school requires English proficiency.</p> <ul style="list-style-type: none"> • If “yes,” you must select “yes” or “no” to indicate whether the student is or is not proficient in the English language. • If “no,” enter an explanation in the field provided (1,000 character limit) as to why the school does not require English proficiency. <p>Note: This field is pre-populated by SEVIS. This field can be edited if necessary.</p>
3. Remarks	<p>Enter any applicable remarks regarding the student. This field has a 1,000-character limit.</p> <p>Note: Comments entered in any Remarks field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.</p> <p>Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.</p>

3. After reviewing the information, click one of the following buttons:

Reset Values	Click this button to return all new entries on the page to their previous values.
Update Information	Click this button to complete the process and update the student’s program information.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.
Print Draft I-20	Click this button to print a draft copy of the Form I-20. Printing a draft enables you to review a paper copy of all of the data saved thus far.

4. If you click the **Update Information** button, a message displays indicating that the update was successful.

5. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.
6. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.4 View Menu



2.4.5.4.1 REQUEST/AUTHORIZATION DETAILS

The **Request/Authorization Details** link on the *Student Information* screen allows you to view the current requests and authorizations for a student, such as the following:

- Basic personal and program information
- OPT employment
- CPT employment
- Off-campus employment
- Authorized to drop below full course
- Transfer
- Disciplinary action recorded

Exhibit 2–31, Request/Authorization Details Screen, provides an example of this screen. After you are done reviewing the information, click the **Return** button to return to the *Student Information* screen.

Exhibit 2–31: Request/Authorization Details Screen

	U.S. Immigration and Customs Enforcement		Student & Exchange Visitor Information System	SEVIS
Main Help Tutorial Logout				
Current Request/Authorization Details				
Student Information				
SEVIS ID: N0000001305				
Family name: Danub				
First name: Mary				
Country of birth: KAZAKHSTAN				
Birth date: 02/15/1985				
Citizenship country: KAZAKHSTAN				
Gender: FEMALE				
School name: Whitmore College				
Program start date: 06/18/2004				
Program end date: 06/17/2008				
Visa type: F-1				
Status: ACTIVE				
OPT Employment:				
No OPT Employment for student				
CPT Employment:				
Employer name: Dyno Technologies				
Address: 41687 Tech Drive, Baltimore, MD, 20756				
Start Date: 06/19/2004				
End Date: 09/14/2004				
Full Time/Part Time: PART TIME				
Request Status: APPROVED				
Remarks:				
Off-Campus Employment:				
No Off-Campus Employment for student				
Authorized To Drop Below Full Course:				
Start Date: 07/12/2004				
End Date: 08/12/2004				
Reason: ILLNESS OR MEDICAL CONDITION				
Transfer:				
No Transfer Recorded for student				
Disciplinary Action Recorded:				
No Disciplinary Action Recorded for student				
Return				
06/18/2004 (Friday)				

2.4.5.5 Employment/Training Menu

2.4.5.5.1 CPT EMPLOYMENT AUTHORIZATION

This function allows a PDSO or DSO to enter the necessary information and indicate authorization for an F-1 student to participate in CPT that is directly related to the student's major area of study.

Perform the following steps to authorize a student's CPT employment:

1. From the *Student Information* screen, click the **CPT Employment Authorization** link. The *CPT Employment* screen displays.
2. Click the **New CPT Employment** link. The *Adding New CPT Employment* screen displays, as depicted in Exhibit 2–32, Adding New CPT Employment Screen.

Exhibit 2–32: Adding New CPT Employment Screen

Required fields are marked with an asterisk (*)

1. * Employment Start Date: (MM/DD/YYYY)

2. * Employment End Date: (MM/DD/YYYY)

3. * Full Time/Part Time:

4. * Employer Name:

5. Employer Address:

* Address 1:

Address 2:

* City:

* State:

* Zip Code: -

6. * How/Why is the Employment Curricular:

7. Remarks:

06/18/2004 (Friday)

3. You are required to enter all information relevant to the CPT authorization. This information prints on Page 3 of the student's Form I-20, which should be printed, signed, and dated at the time of the update for the student to use as CPT authorization. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field		Description/Explanation
*	1. Employment Start Date	Enter the date on which the student's employment begins in MM/DD/YYYY format.

Section/Field		Description/Explanation
*	2. Employment End Date	Enter the date on which the student's employment ends in MM/DD/YYYY format.
*	3. Full Time/Part Time	Select either full time or part time employment from the drop-down list.
*	4. Employer Name	Enter the business name of the employer.
*	5. Employer Address	Enter the following information for the employer's business address: <ul style="list-style-type: none"> • Address 1 • Address 2 (optional) • City • State • Zip Code
*	6. How/Why is the Employment Curricular	Enter an explanation regarding how or why the employment is related to the student's studies.
	7. Remarks	Enter any applicable remarks regarding the student. This field has a 1,000-character limit. Note: Comments entered in any Remarks field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

4. Review the information and click one of the following buttons:

Submit New CPT Employer	Click this button to complete the process and submit the authorization for the student's CPT employment.
Reset Values	Click this button to return all new entries on the page to their previous values.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.

- If you click the **Submit New CPT Employer** button, a message displays indicating that the update was successful.
- Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.
- Click the **Return Employment List** button to view the *CPT Employment* screen, which now lists the newly added CPT employment. Exhibit 2–33, CPT Employment Screen, provides an example of this screen.

Exhibit 2–33: CPT Employment Screen

U.S. Immigration and Customs Enforcement **ICE** **Student & Exchange Visitor Information System** **SEVIS**

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#) PDSO

Montgomery Institute

CPT Employment

SEVIS ID: N0000001306
Family name: Keebler
First name: Jerry
Country of birth: OMAN
Date of birth: 06/05/1985
Country of citizenship: OMAN
Gender: MALE
School name: Montgomery Institute
Program start date: 06/16/2004
Program end date: 06/03/2008
Visa type: F-1
Status: ACTIVE

New CPT Employment

Employer Name	Full Time / Part Time	Start Date	End Date	Request Status	Command
Technology Infrastructure	FULL TIME	07/01/2004	08/30/2004	APPROVED	Edit
Dynamic Technology	FULL TIME	07/01/2004	08/30/2004	APPROVED	Edit

[Return](#) [Print I-20](#)

06/18/2004 (Friday)

8. Review the information on the *CPT Employment* screen. If you need to make changes to the existing CPT employment, click the **Edit** link in **Command** column.

Note: If you need to authorize additional CPT employment, perform Steps 2 through 8 again.

9. If all information is correct, click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.
10. Click the **Return** button to return to the *Student Information* screen.

2.4.5.5.2 OFF-CAMPUS EMPLOYMENT

Using the *Off-Campus Employment* screen, you can update an Active student's record to request OCE. OCE can be requested for F-1 students for three reasons under the terms of the DHS regulations: Economic Hardship, Special Student Relief, and Work with an International Organization. The PDSO or DSO must enter the OCE information, print the Form I-20, and mail it to the Service Center for adjudication.

In SEVIS, the OCE request for an F-1 student displays on the *Student Information* screen and on the *Active Students with Off-Campus Employment* list until the employment end date is received and updated from the Service Center.

SEVIS allows you to view and cancel, but not update, requests for OCE that have not been adjudicated. If a request for OCE has been cancelled and SEVIS receives the adjudication result from the Service Center, SEVIS updates the student's record to indicate the adjudication result. Therefore, when cancelling a request for OCE, the request should not be cancelled if supporting documentation has already been sent to the Service Center.

Note: If supporting documentation has already been sent, do not complete the cancel function. You must contact the Service Center directly to have the application withdrawn.

To submit an OCE request for a student, perform the following steps:

1. From the *Student Information* screen, click the **Off-Campus Employment** link. The *Off-Campus Employment* screen displays, as depicted in Exhibit 2–34, Off-Campus Employment Screen.

Exhibit 2–34: Off-Campus Employment Screen

The screenshot shows the SEVIS (Student & Exchange Visitor Information System) interface. At the top, there is a header with the U.S. Immigration and Customs Enforcement (ICE) logo and the text "Student & Exchange Visitor Information System" and "SEVIS". Below the header, there is a navigation bar with links: "Main | Help | Tutorial | Logout". The main content area is titled "Whitmore College" and "Off-Campus Employment". It displays a form with the following fields:

SEVIS ID:	N0000001305
Family name:	Danub
First name:	Mary
Country of birth:	KAZAKHSTAN
Date of birth:	02/15/1985
Country of citizenship:	KAZAKHSTAN
Gender:	FEMALE
School name:	Whitmore College
Program start date:	06/18/2004
Program end date:	06/17/2008
Visa type:	F-1
Status:	ACTIVE

Below the form, there is a section titled "Required fields are marked with an asterisk (*)". It contains three numbered items:

1. * Authorize for Employment: ☐ Recommend
2. * Off-Campus Employment Type:
3. * Recommendation:

At the bottom of the form, there are three buttons: "Update Employment", "Cancel", and "Reset Values". The date "06/18/2004 (Friday)" is displayed at the bottom of the screen.

2. Complete the *Off-Campus Employment* screen. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* 1. Authorize for Employment	Click the radio button to indicate that you are recommending that the student be authorized for OCE.
* 2. Off-Campus Employment Type	Select one of the following reasons from the drop-down list: <ul style="list-style-type: none">• Economic Hardship• International Organization• Special Student Relief
* 3. Recommendation	Enter any applicable remarks. This field has a 1,000-character limit.

3. Review the information and click one of the following buttons:

Update Employment	Click this button to submit the OCE request to the student's record. Note: Then you will need to print the Form I-20 and mail it to the Service Center for adjudication.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.
Reset Values	Click this button to return all new entries on the page to their previous values.

4. If you click the **Update Employment** button, a message displays indicating that the update was successful. The following reminder also displays: "Submitted change(s) require adjudication. Please print I-20 and send it with the appropriate documentation to the INS Service Center."
5. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.
6. Click the **Return to View Record** button to view the *Student Information* screen.

Perform the following steps to cancel an OCE request:

1. From the *Student Information* screen, click the **Off-Campus Employment** link. The *Off-Campus Employment* screen displays.
2. Click the **Cancel Request** button. A confirmation screen displays.
3. Click either the **Yes** or **No** button.
 - Click the **Yes** button if you wish to cancel the OCE request. A message displays that the update was successful. Click the **Return to View Record** button to return to the *Student*

Information screen. Note that the student's OCE status in the Student Requests section is now Cancelled.

- Click the **No** button to return to the *Student Information* screen without cancelling the OCE request.

2.4.5.5.3 OPT REQUEST

The *Student Information* screen provides you with the OPT Request option. Selecting this option enables you to view existing or add new OPT employment requests. OPT must be directly related to the student's major area of study. OPT is adjudicated by the Service Center. The PDSO or DSO enters the OPT information, prints the Form I-20, and sends it to the Service Center with other necessary documentation for adjudication. Once OPT employment is requested in SEVIS, the student's request status is set to Pending.

Note: Post-completion OPT requests must be submitted prior to or on the program end date for F-1 students. OPT requests for M-1 students must be submitted 90 days prior to or on the program end date.

In SEVIS, the OPT employment request for an F-1 or M-1 student displays on the *Student Information* screen and on the *Active Students with Optional Practical Training (OPT)* list until the authorized employment end date.

SEVIS allows you to view and cancel, but not update, requests for OPT employment that have not been adjudicated. Once a request for OPT employment has been cancelled and SEVIS receives the adjudication result from the Service Center, SEVIS updates the student's record to indicate the adjudication result. Therefore, when cancelling a request for OPT employment, the request should not be cancelled if supporting documentation has already been sent to the Service Center.

Note: If supporting documentation has already been sent, do not complete the cancel function. You must contact the Service Center directly to have the application withdrawn.

2.4.5.5.3.1 Complete the OPT Request

Perform the following steps to submit an OPT request:

1. From the *Student Information* screen, click the **OPT Request** link. The *OPT Employment* screen displays.
2. Click the **New OPT Employment** link. The *Adding New OPT Employment* screen appears, as depicted in Exhibit 2–35, Adding New OPT Employment Screen.

Exhibit 2–35: Adding New OPT Employment Screen

Required fields are marked with an asterisk (*)

1. * **Employment Start Date:** (MM/DD/YYYY)
2. * **Employment End Date:** (MM/DD/YYYY)
3. * **Full Time/Part Time:**
4. **Employer Name:**
5. **Employer Address:**
 - Address 1:
 - Address 2:
 - City:
 - State:
 - Zip Code: -
6. * **How/Why is the Work Relative to Course Work:**
7. **Remarks:**

06/18/2004 (Friday)

3. Enter all information relevant to the OPT authorization. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* 1. Employment Start Date	Enter the date on which the student's employment begins in MM/DD/YYYY format.
* 2. Employment End Date	Enter the date on which the student's employment ends in MM/DD/YYYY format.
* 3. Full Time/Part Time	Select either full time or part time employment from the drop-down list.
4. Employer Name	Enter the business name of the employer.

Section/Field	Description/Explanation
5. Employer Address	Enter the following information for the employer's business address: <ul style="list-style-type: none"> • Address 1 • Address 2 (optional) • City • State • Zip code
* 6. How/Why is the Work Relative to Course Work	Enter an explanation regarding how or why the employment is related to the student's studies.
7. Remarks	Enter any applicable remarks regarding the student. This field has a 1,000-character limit. Note: Comments entered in any Remarks field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

4. Review the information and click one of the following buttons:

Submit New OPT Employer	Click this button to submit the OPT request to the student's record. Note: Then you will need to print the Form I-20 and mail it to the Service Center for adjudication.
Reset Values	Click this button to return all new entries on the page to their previous values.
Cancel	Click this button to cancel the action and return to the <i>Student Information</i> screen.

5. If you click the **Submit New OPT Employer** button, a message displays indicating that the update was successful. The following reminder also displays: "Submitted change(s) require adjudication. Please print I-20 and send it with the appropriate documentation to the INS Service Center."
6. Click the **Return Employment List** button to view the *OPT Employment* screen, which now lists the newly added OPT employment. Exhibit 2-36, OPT Employment Screen, provides an example of this screen.

Exhibit 2–36: OPT Employment Screen

**U.S. Immigration
and Customs
Enforcement**

ICE

Student & Exchange Visitor
Information System

SEVIS

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)POSD

Whitmore College

OPT Employment

SEVIS ID: **N0000001305**

Family name: **Danub**

First name: **Mary**

Country of birth: **KAZAKHSTAN**

Date of birth: **02/15/1985**

Country of citizenship: **KAZAKHSTAN**

Gender: **FEMALE**

School name: **Whitmore College**

Program start date: **06/18/2004**

Program end date: **06/17/2008**

Visa type: **F-1**

Status: **ACTIVE**

Prior to recommending Optional Practical Training (OPT), the school official must assure that the training is in compliance with the rules governing OPT. The details of these rules can be found in the Code of Federal Regulations, Title 8, Section 214.2(f)(10). A summary of the regulations is also available in the SEVIS online help. To access Help, click the Help link on the navigation bar, and then locate and click the OPT Request link.

New OPT Employment

Employer Name	Full Time / Part Time	Start Date	End Date	Request Status	Command
Highway Vet Clinic	FULL TIME	06/20/2004	07/20/2004	PENDING	View Cancel Request

Return

Print I-20

06/18/2004 (Friday)

7. Review the information on the OPT Employment screen. If you want to view the details of the OPT employment request, click the **View** link in the **Command** column.
8. If all information is correct, click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.
9. Click the **Return** button to return to the *Student Information* screen.

2.4.5.5.3.2 Cancel OPT Request

SEVIS allows you to cancel an OPT request. Perform the following steps to cancel an OPT request:

1. From the *Student Information* screen, click the **OPT Request** link. The *OPT Employment* screen displays.
2. Click the **Cancel Request** link in the **Command** column. A confirmation screen displays.

3. Click either the **Yes** or **No** button.

- Click the **Yes** button if you wish to cancel the OPT request. A message displays that the update was successful. Click the **Return to View Record** button to return to the *Student Information* screen. Note that the student's OPT status in the Student Requests section is now Cancelled.
- Click the **No** button to return to the *OPT Employment* screen without cancelling the OPT request.

2.4.5.5.3.3 Guidelines for Requesting OPT for an F-1 Student

Prior to recommending OPT for an F-1 student, a PDSO or DSO should confirm the following:

- The student has been lawfully attending a DHS-approved school on a full-time basis for at least the last academic year, or will have done so within 90 days of the application filing date.
- The student is seeking employment in a field directly related to his or her major area of study.
 - An explanation of how the intended employment relates to the field of study must be included in the SEVIS OPT request.
- The recommended length of the OPT (indicated by the requested employment start and end dates) does not exceed 12 months of authorized OPT in the aggregate at the current program level.
 - OPT at the same program level approved under a school from which the student transfers does count toward this 12-month aggregate.
 - Approved OPT at another program level does not count toward this 12-month aggregate.
 - Part-time OPT counts one half time toward this 12-month aggregate, meaning that 2 months of part-time OPT count as 1 month of OPT for terms of calculating the 12-month aggregate limitation for each program level.
- If the employment dates requested are during a period in which the student is engaged in classes, the recommendation must be for part-time OPT.
- If the employment dates requested are during an authorized break from classes, or following completion of the course of study, the recommendation must be for full-time OPT.
- The student has not been authorized for full-time CPT at the current program level for a period totaling 12 months or more.
 - Full-time CPT authorized for the same program level at a school from which the student transfers does count toward this 12-month aggregate.
 - CPT authorized at another program level does not count toward this 12-month aggregate.

- Part-time CPT does not count toward this 12 month aggregate.

2.4.5.5.3.4 Guidelines for Requesting OPT for an M-1 Student

Prior to recommending OPT for an M-1 student, a PDSO or DSO should confirm the following:

- Any one OPT may not exceed 6 months.
- A P/DSO may request OPT for an M-1 only within 90 days prior to and including the program end date.
- The OPT start date must be after the program end date.

2.5 Alerts

When logging into the system as the PDSO or DSO, you are provided with a listing of schools or campuses for which you have been identified as an acting official. An * (asterisk) next to the **Alerts** link for a school (***Alerts**) indicates that an alert exists for the school. Alerts are status reminders or notices that an action should be taken. In most cases, these alerts are indicators that, according to the information currently in the system, the student's status will change (in many cases from Active to Terminated or Completed) if some action or update is not taken by a school official within a certain number of days. If no action is taken, the system will automatically take action. For example, if a school official does not submit a student's draft Form I-20 within 45 days of the last update to the record, the Form is deleted.

To access the list of alerts for a school, click the **Alerts** link to the right of the name of the school. SEVIS displays a complete list of alerts that are available for that school. Exhibit 2–37, Alerts for Makana University, is an example of the screen that is displayed.

Exhibit 2–37: Alerts for Makana University

**U.S. Immigration
and Customs
Enforcement**

**Student & Exchange Visitor
Information System**

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)
POSO

Alerts for Makana University

The following alerts deserve your attention:

- [F-1 Students Nearing OPT or CPT End Date](#)
- [Unsubmitted Student Eligibility Records -- Over 15 Days Old](#)
- [Transfer In Students Not Registered By Program Start Date](#)

12/02/2003 (Tuesday)

To view a list of students, click on a link and SEVIS displays the selected list.

Below is a list containing the title and description and/or action to be taken for each type of alert:

Alert Title	Description/Action to Be Taken
Active Students Requiring Registration	<p>Student records that are in Active status and the next session start date is in the past. If this session information is not updated, the system automatically terminates the student records after 90 days for failure to enroll. Therefore, it is very important that each student's registration information be updated each term or session.</p> <p>The current session end date and next session start date, and any information that has changed since the last update, can be updated by choosing the <u>Registration</u> link from the <i>Student Information</i> screen for a student on this alert list.</p>
Active Students Requiring Status	Student records that are in Active status that have not

Alert Title	Description/Action to Be Taken
Verification	<p>been updated within the previous 6 months.</p> <p>These student records will remain in this alert list until an update is made to the record, the student changes status, or the PDSO or DSO verifies the student's status using the <u>Verify Status</u> link.</p>
Dependent Children Nearing 21 st Birthday	<p>Dependent records in Active status where the relationship is "child" and the current date is prior to and within 90 days of the dependent's 21st birthday. On the day following the child's 21st birthday, the system changes the dependent's status to Terminated because the child is no longer eligible for dependent status. Prior to this date, a PDSO or DSO can inform the student and/or assist the dependent in applying for a change of status if needed.</p>
F-1 Students Nearing OPT or CPT End Date	<p>Student records in Active status with current, authorized employment or practical training that is scheduled to end within 30 days. The termination of the employment authorization will not affect the student's status except in the case of a student participating in post-completion OPT. In the latter case, the student's status changes to Completed 60 days after the employment end date for F students and 30 days after the end date for M students.</p>
Service Center Adjudication Results	<p>This alert list in SEVIS is updated daily with all requests and adjudication results received from the Service Center. This alert list will include results for OPT, Off-Campus Employment, M-1 Transfer, M-1 Extension, and Change of Status requests. The results display on the list for 30 days after the Service Center decision date.</p>
Students Authorized to Drop Below Full Course of Study (Medical) Requiring Update	<p>Active status students who were authorized to drop below a full course load for medical reasons and whose records are at least within 30 days of the authorization end date and have not resumed full course. If a student's record is not updated to indicate that he or she has resumed a full course of study, or that the authorization to drop below a full course has been extended, the system will terminate the record.</p> <p>SEVIS automatically terminates students whose names remain on the list for 60 days after the next session start date, or 60 days after the limit on the authorization to drop below a full course of study.</p>

Alert Title	Description/Action to Be Taken
Students Authorized to Drop Below Full Course of Study (Non-Medical) Requiring Update	Active status students who were authorized to drop below a full course load for non-medical reasons and whose records are at least within 30 days of the authorization end date and have not resumed full course. If a student's record is not updated to indicate that he or she has resumed a full course of study, or that the authorization to drop below a full course has been extended, the system will terminate the record. SEVIS automatically terminates students whose names remain on the list for 60 days after the next session start date, or 60 days after the limit on the authorization to drop below a full course of study.
Students Authorized to Drop Below Full Course of Study Requiring Update	Student records in Active status that are at least within 30 days of the authorization end date and have not resumed full course. If a student's record is not updated to indicate that he or she has resumed a full course of study, or that the authorization to drop below a full course has been extended, the system will terminate the record. SEVIS automatically terminates students whose names remain on the list for 60 days after the next session start date, or 60 days after the limit on the authorization to drop below a full course of study.
Students in Initial Status with Port of Entry Records	This is an alert list for students in Initial status who have entered through a U.S. port of entry to attend your institution. A PDSO or DSO must be sure to either register the student or terminate the Initial status record for failure to register (No Show). DHS regulations require that this update be made within 30 days of your school's registration deadline. If this update is not made, the system automatically terminates this record with the reason of "No Show."
Students Out of Status	Student records in Terminated status with a termination reason of "Change of Status Denied." The PDSO/DSO will receive an alert for students who were terminated because their change of status request (for example, from F-1 [student] to B-1 [worker]) was denied. The terminated records will appear on this list for 30 days after the adjudication result is received from the Service Center.
Students Terminated Due to Change of Status Approved	Student records in Terminated status with a termination reason of "Change of Status Approved." The

Alert Title	Description/Action to Be Taken
	PDSO/DSO will receive an alert for students who were terminated because their change of status request (for example, from F-1 [student] to B-1 [worker]). The terminated records will appear on this list for 30 days after the adjudication result is received from the Service Center.
Students Within 45 Days of Program End Date	<p>Student records in an Active status when the current date is prior to and within 45 days of the program end date. The status of a student on this list changes to Completed 60 days after this program end date for F students and 30 days after this program end date for M students, unless the student is authorized for post-completion OPT.</p> <p>Note: A PDSO or DSO can update a student's program end date to reflect early completion or an extension by updating the student's program information.</p> <p>Note: Post-completion OPT requests must be submitted prior to or on the program end date for F-1 students. OPT requests for M-1 students must be submitted 90 days prior to or on the program end date.</p>
Students With Pending Change of Status Requests	Students who have requested a change of status from the DHS Service Center. This is a notification alert informing the PDSO/DSO that a student's status will be receiving an adjudication result.
Terminated Students Nearing Their Reinstatement Deadline	Student records in Terminated status that are at least 90 days, but less than 150 days, beyond the termination date. The student may apply for reinstatement at any point, but after 150 days there are additional evidentiary requirements. The student must overcome a "presumed ineligibility," and an explanation of why the reinstatement request was not filed in a timelier manner must be included with the request.
Transfer-In Students Not Registered by Program Start Date	Students that were supposed to have transferred to the school and begun a program, but have not yet registered and have a program start date that has passed. These student records must be registered in the system, or terminated with the reason of "Transfer Student No Show." If no action is taken, the system automatically terminates these records.
Unsubmitted Student Eligibility Records—Over 15 Days Old	Student records in the Draft status and the current date is 15 days or more past the date of last update. These records must be completed and submitted within 45 days

Alert Title	Description/Action to Be Taken
	or the record will be deleted from the system.

2.6 Reports

SEVIS provides you with the ability to generate and print a variety of reports that reflect current SEVIS information. Please note that the types of reports currently available are subject to change as the result of enhancements to the reporting capabilities of the system.

The next two sections contain the instructions for generating and printing reports using either the Internet Explorer or Netscape browsers.

2.6.1 Generating and Printing Reports Using the Internet Explorer Browser

To access the Reports module, perform the following:

1. Click the **Reports** link in the **Commands** column to the right of the name of a school. The *Reports* page displays. Exhibit 2–38, DSO Reports Page, is an example of the screen that displays.

Exhibit 2–38: DSO Reports Page

PDSO

DSO Reports

Format: ☒ HTML ☐ Text

Click on Help (above) and search on Printing Reports to find the proper page settings for printing SEVIS reports.

Submit

Student Reports

- ☒ Detailed Student Report - Initial and Active Status
- ☐ Summary Report of Active Students - Authorized to Drop Below Full Course
- ☐ Summary Report of Active Students - with a Specific Employment Type
- ☐ Summary Report of Active Students - with Extensions
- ☐ Summary Report of Active Students - with Transfer Pending Status
- ☐ Summary Report of Terminated Students - by District

Dependent Reports

- ☐ Detailed Dependent Report - Active Status
- ☐ Detailed Dependent Report - within 0-6 Months of 21st Birthday

DSO Reports

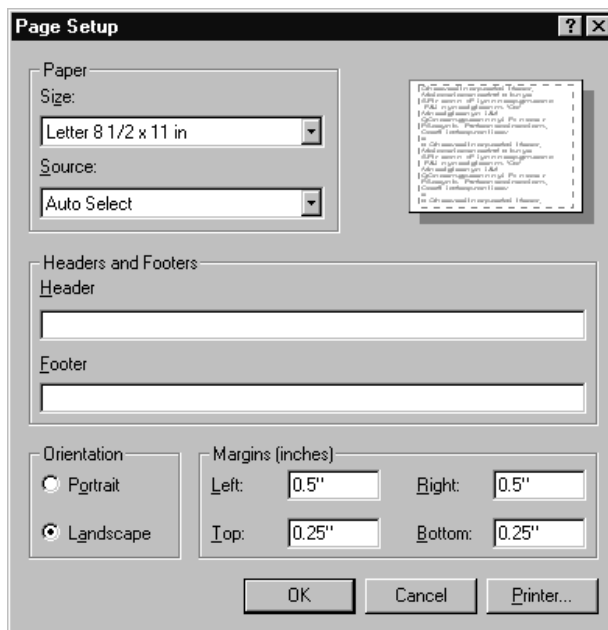
- ☐ Detailed DSO Report




06/18/2004 (Friday)

2. Select the format for the report. The **HTML** option generates a formatted report. The **Text** option generates a report in a format that can be copied and pasted into another application and formatted the way that you wish. (See Section 2.6.3, Copy and Paste a Report, for instructions.)
3. Review the list of reports and make a selection by clicking the radio button to the left of the appropriate report.
4. Click the **Submit** button. The next screen that displays allows you to enter your report criteria.
5. Make the necessary selections on the *Report Criteria* screen.
6. Click the **Submit** button to generate and view the report. Another browser window opens and the report displays. Using the browser functionality, you may send the report to a designated printer.
7. For best results when printing, it is recommended that you make the following changes to the print settings for Internet Explorer:
 - a) Click on the **File** menu on the Internet Explorer toolbar.

- b) Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit 2–39, Internet Explorer Page Setup Window.

Exhibit 2–39: Internet Explorer Page Setup Window



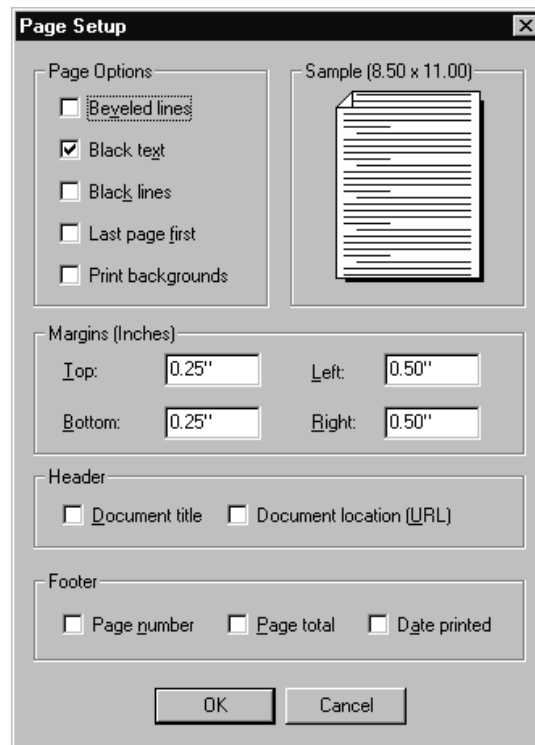
- c) If necessary, delete all data that display in the **Header** field.
- d) If necessary, delete all data that display in the **Footer** field.
- e) Select the **Landscape** radio button in the **Orientation** section.
- f) Set the top and bottom margins to **0.25**.
- g) Click **OK**.
8. Select **Print** from the **File** menu or click the **Print** () button on the browser toolbar. If you opted to click the **Print** () button, your report prints; if you chose **Print** from the **File** menu, the *Print* window displays. Continue to Step 9.
9. Ensure that the name of the printer listed in the **Name** field is the printer to which you wish the report to print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
10. Click **OK** and the report prints to the designated printer.
11. Click the **Close** () button on the browser title bar to close the window and return to SEVIS.



2.6.2 Generating and Printing Reports Using the Netscape Browser

To access the Reports module, perform the following:

1. Click the **Reports** link in the **Commands** column to the right of the name of a school. The *Reports* page displays. Exhibit 2–38, DSO Reports Page, is an example of the screen that displays.
2. Select the format for the report. The **HTML** option generates a formatted report. The **Text** option generates a report in a format that can be copied and pasted into another application and formatted the way that you wish. (See Section 2.6.3, Copy and Paste a Report, for instructions.)
3. Review the list of reports and make a selection by clicking the radio button to the left of the appropriate report.
4. Click the **Submit** button. The next screen that displays allows you to enter your report criteria.
5. Make the necessary selections on the *Report Criteria* screen.
6. Click the **Submit** button to generate and view the report. Another browser window opens and the report displays. Using the browser functionality, you may send the report to a designated printer.
7. For best results when printing, it is recommended that you make the following changes to the browser print settings for Netscape:
 - a) Click on the **File** menu on the Netscape toolbar.
 - b) Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit 2–40, Netscape Page Setup Window.

Exhibit 2–40: Netscape Page Setup Window



- c) If necessary, click to remove the check mark in the **Beveled lines** check box.
 - d) Click to place a check mark in the **Black text** check box.
 - e) Set the top and bottom margins to **0.25**.
 - f) If necessary, click to remove the check mark next to all options in the **Header** section.
 - g) If necessary, click to remove the check mark next to all options in the **Footer** section.
 - h) Click **OK**.
8. Select **Print** from the **File** menu or click the **Print** () button on the browser toolbar. If you opted to click the **Print** () button, your report prints; if you chose **Print** from the **File** menu, the *Print* window displays. Continue to Step 9
9. Ensure that the name of the printer listed in the **Name** field is the printer to which you wish the report to print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
10. Click the **Properties** button and select the **Paper** tab.
11. In the **Orientation** section, click the **Landscape** radio button.
12. Click **OK** to accept the Landscape setting.

13. Click **OK** on the *Print* window and the report prints to the designated printer.
14. Click the **Close** (✕) button on the browser title bar to close the window and return to SEVIS.

Note: Netscape has modified its printing procedures for Version 7.0. Appendix B, Printing Instructions for Netscape Version 7.0, provides the updated instructions.

2.6.3 Copy and Paste a Report

Reports can be generated using the “Text” format option. Perform the following steps to copy and paste the report into another application:

1. First, generate (in HTML) and print the report so that you can see the layout of the report and the column labels. See Section 2.6.1 or 2.6.2 for instructions on how to generate and print a report in SEVIS. Exhibit 2–41, Detailed Student Report—HTML Format, is an example of a report generated using the HTML format.

Exhibit 2–41: Detailed Student Report—HTML Format

SEVIS Detailed Student Report - Initial and Active Status					
Report Date & Time: Fri Jun 27 16:40:52 EDT 2003					
District: WASHINGTON DC					
Visa Class: F					
Student Name	SEVIS ID	Status Type	Status Date	Visa Class	Program Start/End Date
School Name: Academy of Learning School Code: WAS214F12259000					
Jones, Bealley	N0000093747	INITIAL	06/12/2003	F-1	06/06/2005 - 06/01/2006
Jones, Beloqua	N0000093493	INITIAL	06/10/2003	F-1	11/12/2003 - 11/01/2005
Jones, Calliope	N0000093749	INITIAL	06/12/2003	F-1	08/08/2003 - 07/30/2004
Jones, Chloe	N0000093490	INITIAL	06/10/2003	F-1	09/02/2003 - 06/20/2004
Jones, Chyron	N0000093745	INITIAL	06/12/2003	F-1	01/05/2004 - 12/30/2005
Jones, Cleopatra	N0000093758	ACTIVE	06/12/2003	F-1	06/09/2003 - 05/31/2004
Jones, Garry	N0000093759	INITIAL	06/12/2003	F-1	09/05/2004 - 08/31/2005
Jones, Gleason	N0000093746	INITIAL	06/12/2003	F-1	06/16/2004 - 05/20/2005
Jones, Hector	N0000093757	INITIAL	06/12/2003	F-1	07/05/2003 - 07/01/2004
Jones, Karmella	N0000093756	ACTIVE	06/18/2003	F-1	02/02/2005 - 02/01/2006
Jones, Kelsey	N0000093748	INITIAL	06/12/2003	F-1	06/09/2005 - 05/31/2006
Jones, Marco	N0000093492	INITIAL	06/10/2003	F-1	05/02/2004 - 09/22/2006
Jones, Michael	N0000093491	INITIAL	06/10/2003	F-1	09/05/2003 - 06/05/2005
Jones, Mikah	N0000093760	ACTIVE	06/12/2003	F-1	06/04/2003 - 06/03/2004
Jones, Paramus	N0000093755	INITIAL	06/12/2003	F-1	09/05/2004 - 08/31/2005
Jones, Selinz	N0000093494	INITIAL	06/10/2003	F-1	10/05/2004 - 10/01/2006
Smith, John	N0000029745	ACTIVE	02/24/2003	F-1	03/01/2003 - 02/20/2004
Academy of Learning: Total number of initial students: 13 Total number of active students: 4					
WASHINGTON DC: Total number of initial students: 13 Total number of active students: 4					

2. Click the **Close** (✕) button to close the browser window on which the report that was generated in HTML format displays.
3. On the *DSO Reports* page, select **Text** as the format for the report.
4. Click the **Submit** button to generate the report in Text format. The report displays in another browser window.

5. Click and drag the mouse to highlight the entire report.
6. Select **Copy** from the **Edit** menu.
7. Open a word processing application (for example, Microsoft Word) and select **Paste** from the **Edit** menu to paste the report into a new document. Below is some of the text for the Detailed Student report that is shown in Exhibit 2–41.

Note: The caret (^) characters are used to separate the columns of data.

Deitre ^ Longpepper ^ N0000093744 ^ ACTIVE ^ 06/12/2003 ^ M-1 ^ 01/10/2003 ^ 12/20/2003 ^ ATLANTA GA ^
Bealley ^ Jones ^ N0000093747 ^ INITIAL ^ 06/12/2003 ^ F-1 ^ 06/06/2005 ^ 06/01/2006 ^ WASHINGTON DC ^
Beloqua ^ Jones ^ N0000093493 ^ INITIAL ^ 06/10/2003 ^ F-1 ^ 11/12/2003 ^ 11/01/2005 ^ WASHINGTON DC ^
Calliope ^ Jones ^ N0000093749 ^ INITIAL ^ 06/12/2003 ^ F-1 ^ 08/08/2003 ^ 07/30/2004 ^ WASHINGTON DC ^
Chloe ^ Jones ^ N0000093490 ^ INITIAL ^ 06/10/2003 ^ F-1 ^ 09/02/2003 ^ 06/20/2004 ^ WASHINGTON DC ^
Chyron ^ Jones ^ N0000093745 ^ INITIAL ^ 06/12/2003 ^ F-1 ^ 01/05/2004 ^ 12/30/2005 ^ WASHINGTON DC ^
Cleopatra ^ Jones ^ N0000093758 ^ ACTIVE ^ 06/12/2003 ^ F-1 ^ 06/09/2003 ^ 05/31/2004 ^ WASHINGTON DC ^
Garry ^ Jones ^ N0000093759 ^ INITIAL ^ 06/12/2003 ^ F-1 ^ 09/05/2004 ^ 08/31/2005 ^ WASHINGTON DC ^
Gleason ^ Jones ^ N0000093746 ^ INITIAL ^ 06/12/2003 ^ F-1 ^ 06/16/2004 ^ 05/20/2005 ^ WASHINGTON DC ^
Hector ^ Jones ^ N0000093757 ^ INITIAL ^ 06/12/2003 ^ F-1 ^ 07/05/2003 ^ 07/01/2004 ^ WASHINGTON DC ^
Karmella ^ Jones ^ N0000093756 ^ ACTIVE ^ 06/18/2003 ^ F-1 ^ 02/02/2005 ^ 02/01/2006 ^ WASHINGTON DC ^

8. Use the printed copy of the report generated in HTML format to create the new report using another application.
9. Be sure to save the report that you created, using another application.

3. OPERATING INSTRUCTIONS

3.1 Initiate Operation

You will access SEVIS via the DHS Intranet using Internet Explorer Version 5.0 or higher or Netscape Version 4.79 or higher. You must also have a SEVIS user ID and password to access the system.

When you access SEVIS, the *SEVIS Login* screen displays. To log into SEVIS, perform the following:

1. Enter your user ID in the **User Name** field.
2. Enter your password in the **Password** field.
3. Press **Enter** or click the **Login** button. The system displays a security message.
4. Click **Yes** and the *Listing of Schools* screen displays.

3.2 Maintain Operation

After 20 minutes of inactivity, the session will time out and you must log on again to use SEVIS.

WARNING: If you click the **Close** (✕) button on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message displays: “A user is already logged on with this user name.” Use **Logout** on the navigation bar to properly exit SEVIS.

3.3 Terminate and Restart Operations

You may log off SEVIS at any time by clicking the **Logout** link on the navigation bar. To close the browser window, click the **Close** (✕) button on the browser title bar.

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, you must repeat the log-in procedures.

4. ERROR HANDLING

SEVIS includes automatic validation of the data entered into many fields. For example, if you do not enter a date in the correct format, the system will prompt you to correct the error by providing the proper format. These messages are self-explanatory and are not addressed in this manual.

The system also includes a SEVIS Connection Error. The message reads: “Your connection to SEVIS was unsuccessful. Please try your request again. If the error persists and you need assistance, please contact the SEVIS Help Desk at 1-800-892-4829.”

You will be redirected to the *SEVIS Login* screen in 10 seconds. When returned to the *SEVIS Login* screen, you should log into the system and continue working. If the message displays again, contact the SEVIS Help Desk.

5. HELP FACILITIES

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at 1-800-892-4829 during the hours of 8 a.m. and 8 p.m. Eastern Time, Monday through Friday. Calls made at other times are recorded for a response on the next business day.

APPENDIX A—ACRONYMS AND ABBREVIATIONS

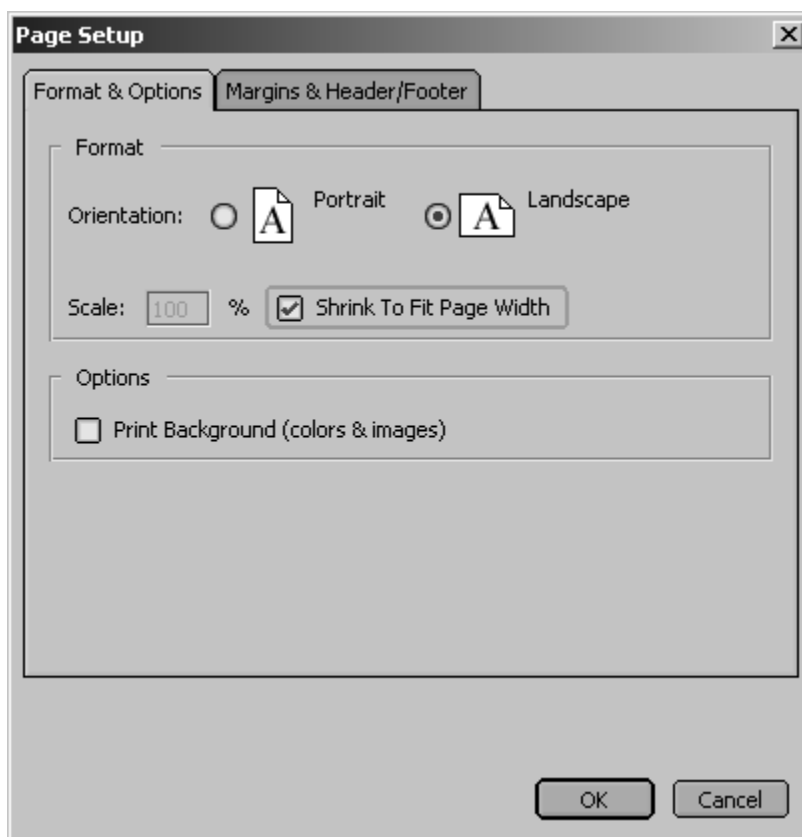
COB	country of birth
COC	country of citizenship
CPT	Curricular Practical Training
DHS	Department of Homeland Security
DO	District Officer
DSO	Designated School Official
EV	Exchange Visitor
FR	Federal Register
ID	identification
INS	Immigration and Naturalization Service
OCE	Off-Campus Employment
OPT	Optional Practical Training
PDSO	Principal Designated School Official
POE	Port of Entry
SEVIS	Student and Exchange Visitor Information System

**APPENDIX B—PRINTING INSTRUCTIONS FOR NETSCAPE
VERSION 7.0**

Netscape has modified its printing procedures for Version 7.0. For best results when printing, it is recommended that you make the following changes to the browser print settings for Netscape:

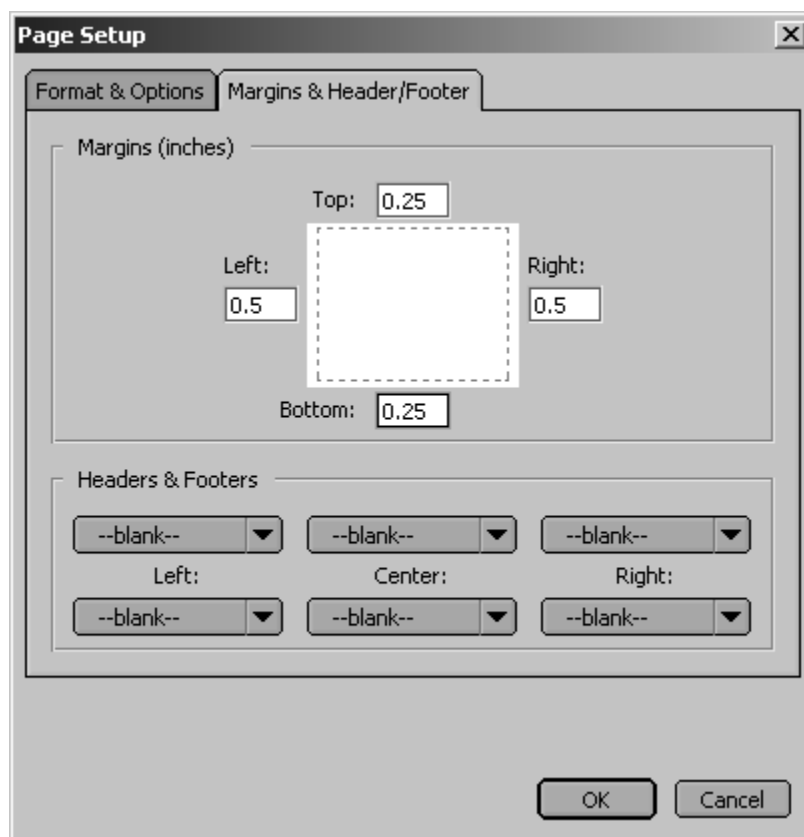
1. Click **File** on the Netscape menu bar.
2. Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit B–1, Netscape Page Setup Window—Format & Options Tab.

Exhibit B–1: Netscape Page Setup Window—Format & Options Tab



3. On the **Format & Options** tab, click the **Landscape** radio button.
4. Ensure there is a check mark in the **Shrink To Fit Page Width** check box.
5. Ensure there is not a check mark in the **Print Background (color & images)** check box.
6. Click the **Margins & Header/Footer** tab. The **Margins & Header/Footer** tab comes into focus, as depicted in Exhibit B–2, Netscape Page Setup Window—Margins & Header/Footer Tab.

Exhibit B–2: Netscape Page Setup Window—Margins & Header/Footer Tab




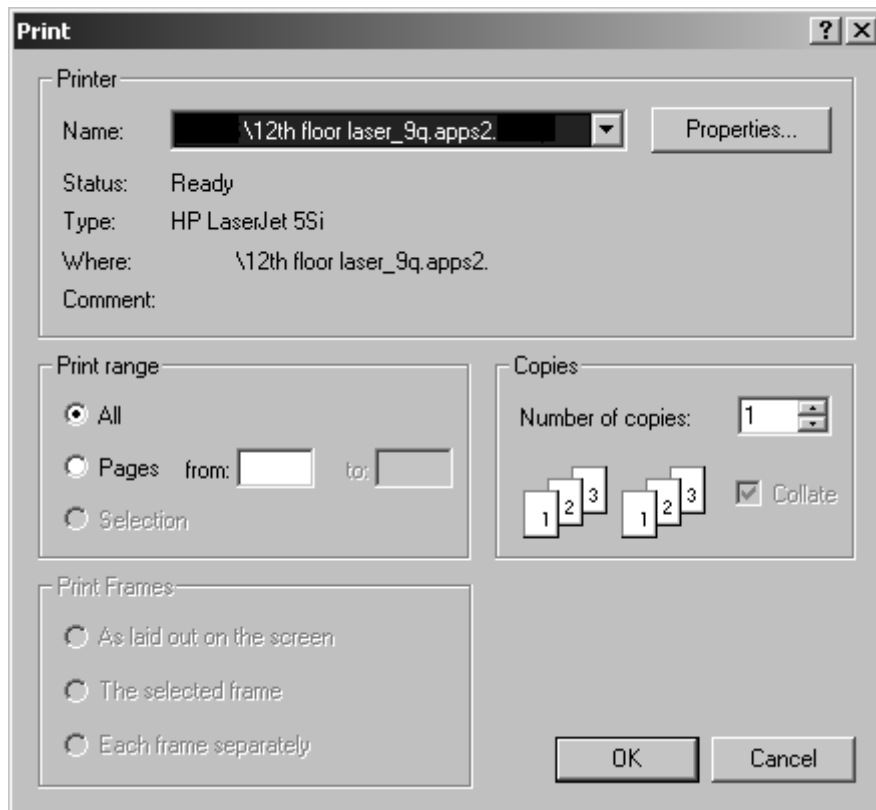
7. Set the left and right margins to **0.5** and the top and bottom margins to **0.25**.
8. Within the **Headers & Footers** section, ensure that all drop-down lists are "--blank--." If the drop-down lists are not set to "--blank--," click on the **down arrow** and select "--blank--."
9. Click **OK**.
10. Click either the **Print** () button on the browser toolbar or select **Print** from the **File** menu. The *Print* window displays, as depicted in Exhibit B–3, Print Window.

Exhibit B–3: Print Window



11. Ensure that the appropriate printer is selected in the **Name** list. If not, select the correct printer from the list.
12. Click **OK** on the *Print* window and the report prints to the designated printer.